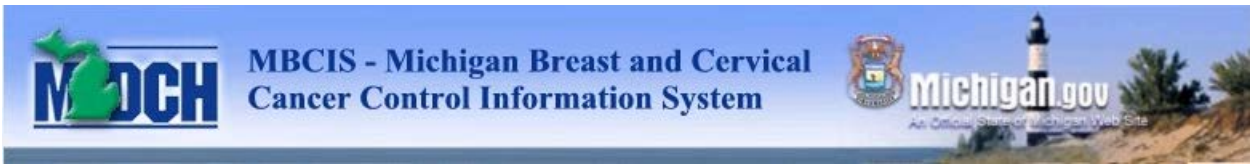

MBCIS*WISEWOMAN

Data User's Manual

08/03/2015

Updated for MDE Version 9.2

BCCCNP
Breast and Cervical Cancer
Control Navigation Program

WISEWOMAN

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Data User Information / Usage Agreement

Introduction to MBCIS*WISEWOMAN

The WISEWOMAN portion of the Michigan Breast and Cervical Cancer Control Navigation Program (BCCCNP) originated in 2008 and is herein referred to as MBCIS*WISEWOMAN. This manual has been updated to capture critical changes required by CDC for the FY2015/16 implementation of the WISEWOMAN Program.

The WISEWOMAN Program associated with MDE Version 9.0 was in some ways a total departure from things done earlier. Although a few sections of this manual remain mostly unchanged from the 2012 version, the remainder of the manual reflects the many changes made to the program.

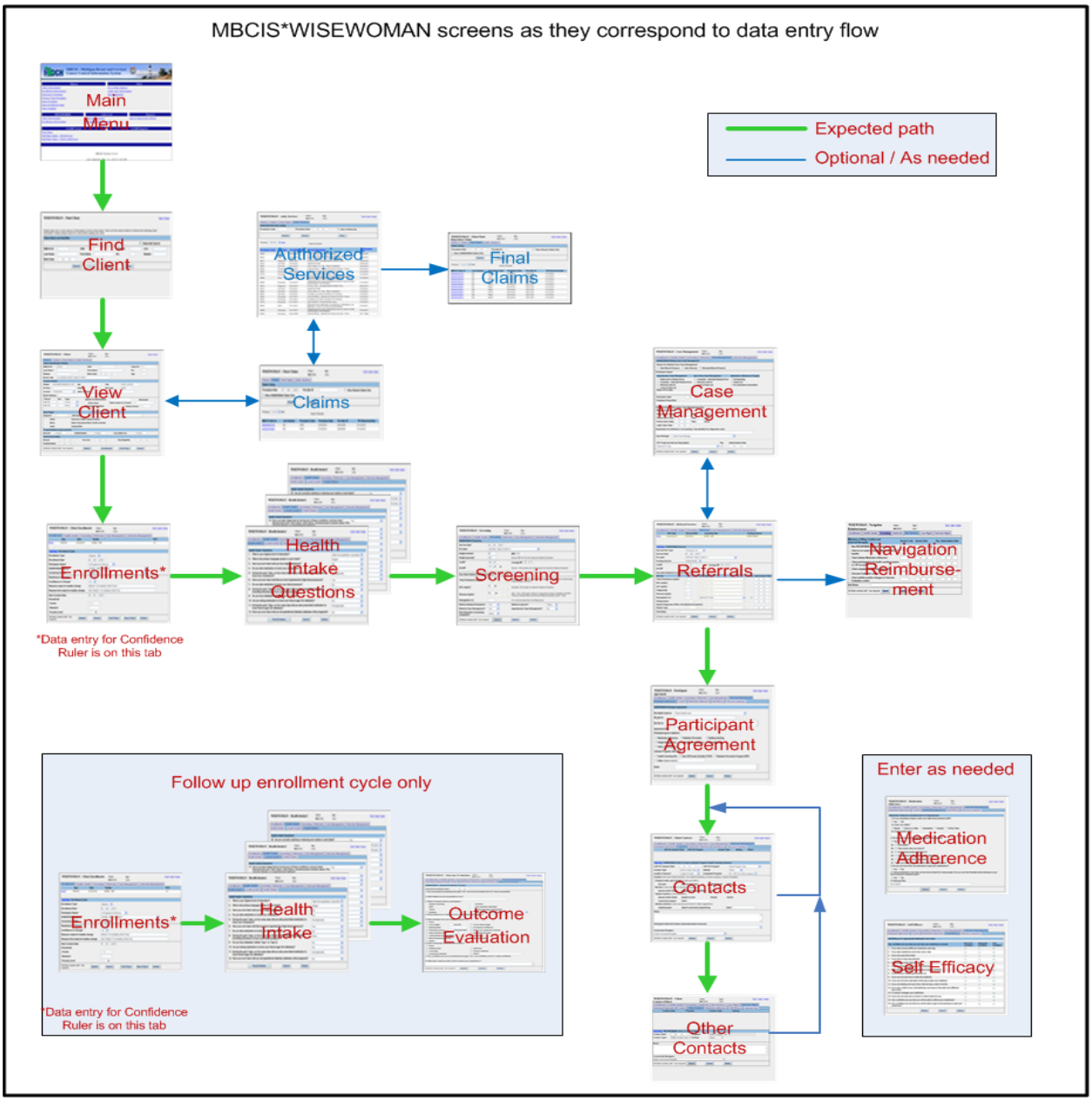
The flow of services for WISEWOMAN can be described in terms of an "annual cycle." The word "cycle" carries meaning because there are now 3 different types of cycles instead of two. Previously, we had Baseline cycles and Returning cycles. For now and until further notice the first annual cycle for a WISEWOMAN (on or after 1/1/2014) will always be "Baseline." Any subsequent annual cycle the woman has in the future will always be "Returning." A WISEWOMAN can have multiple Returning cycles but at most one Baseline cycle. Also, for the current version of WISEWOMAN, a "Follow-up" cycle is introduced. Details about the follow-up cycle are covered in the section of the manual on Outcome Evaluation.

Women participating in a Baseline or Returning cycle in WISEWOMAN will first complete *Health Intake* questions. They will receive screening tests for elevated blood pressure or alert values associated with cholesterol or blood sugar. Based on the screening results women may be sent for *diagnostic follow-up (medical evaluation).* In rarer cases, the results of follow-up tests qualify the woman for *case management* services.

In WISEWOMAN all women will participate in *Risk Reduction Counseling* and complete a *Readiness Confidence Ruler*. Those who are ready to make healthy changes will create *lifestyle goals*, may participate in health coaching (HC), and may participate in *lifestyle intervention programs (LSP). Navigating* a client through the program is emphasized and *client contacts* for health coaching, lifestyle intervention programs and other various contacts will be tracked in the database. Information collected in the follow-up cycle, when applicable, will summarize progress toward achieving goals. Women are encouraged to return to the program one year from their baseline (or most recent) enrollment date.

System Overview

A high-level summary of the WISEWOMAN program as it corresponds to data entry tabs in the MBCIS*WISEWOMAN application is shown below. The path any single woman will take through the program will vary depending on what visit types are needed in Referrals, what contacts are present or added later, and if case management is needed.



Logging On

In order to access MBCIS*WISEWOMAN the user will log on through the State of Michigan Single Sign-On (SSO) process (https://sso.state.mi.us/). A Single Sign-On account is required to access MBCIS, and an MBCIS account is required to use MBCIS*WISEWOMAN.

Before you can use MBCIS you need:

1. **A completed SSO registration**
2. **Approval of your application to use MBCIS**

Please see the Single Sign-On Manual (SSO) located at the following address:
http://www.michigan.gov/documents/mdch/032008_sso_registration_instructions_Final_Copy_228984_7.pdf

Please refer to the "Michigan Breast and Cervical Cancer Control Information System Data User Information / Usage Agreement." Contact Tory Doney for more information about access to MBCIS (doneyt@michigan.gov).

0. Before Entering Data

Before entering client data into MBCIS*WISEWOMAN it will help to have your client's WISEWOMAN data forms in order.

	Form/Documentation	WISEWOMAN Tab	Cycle Type
1	WISEWOMAN Screening Form*	Screening	Baseline/Rescreen
2	How Ready are You?*	Enrollments	Baseline/Rescreen
3	WISEWOMAN Health Intake Questions*	Health Intake	Baseline/Rescreen
4	Lab work results from provider (not a WISEWOMAN form)	Referrals	Baseline/Rescreen
5	WISEWOMAN Referral for Medical Evaluation	Referrals	Baseline/Rescreen
5a	My Health Information	Referrals (Indicates RRC took place)	Baseline/Rescreen
6	Other related diagnostic services (not a WISEWOMAN form)	Referrals	Baseline/Rescreen
7	WISEWOMAN Case Management Form	Case Management	Baseline/Rescreen
8	WISEWOMAN Participant Agreement	Participant Agreement	Baseline/Rescreen
9	Medication Adherence Questionnaire for Hypertension	Medication Adherence	Baseline/Rescreen
10	Self-Efficacy For Appropriate Medication Use Scale	Self Efficacy	Baseline/Rescreen
11	WISEWOMAN Contact Form(s)	Contact	Baseline/Rescreen
11a	WISEWOMAN Diabetes Prevention Program Agreement	Contact	Baseline/Rescreen
11b	WISEWOMAN TOPS Membership Agreement	Contact (Date and location of 1st TOPS meeting)	Baseline/Rescreen
11c	(Optional) WISEWOMAN / TOPS Program Quarterly Attendance Record	Contact (Dates of meetings attended)	Baseline/Rescreen
11d	(Optional) WISEWOMAN TOPS Participation Incentive	Contact (requires 6 meetings over 3 months)	Baseline/Rescreen
12	How Ready are You?**	Enrollments	Follow-up
13	WISEWOMAN Follow-Up Questions**	Health Intake	Follow-up
14	WISEWOMAN Outcome Evaluation Contact Form**	Outcome Evaluation	Follow-up
	*Minimum req. for Baseline/Rescreen cycle		
	** Minimum req. for Follow-up cycle		

1. MBCIS*WISEWOMAN Home Page

Overview of the Home Page

Once a user has signed on and selected the MICHIGAN BREAST AND CERVICAL CANCER CONTROL INFORMATION SYSTEM APPLICATION, the MBCIS home page will display. The roles that have been assigned to a user will determine the look of this screen for each user.

A user that only has access to the WISEWOMAN role will see a screen that looks similar to this:

WISEWOMAN Section

• Client Information—this link takes you to the WISEWOMAN-Client page for a client (based on search information you enter).

• Enrollment Information—this link takes you to the WISEWOMAN-Client Enrollments page for a client (based on search information you enter).

Other Section

• Go to New Agency—Allows users to switch between agencies (not applicable for most users)

• Login User Information—Allows a user to view their user privileges.

• Exit Application—Exits MBCIS*WISEWOMAN and returns user to the applications list within the SSO application.

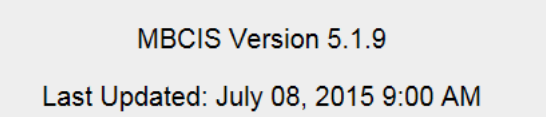
BCCCNP staff with WISEWOMAN privileges will see a home page that looks similar to this:

Users with WISEWOMAN privileges can view any WISEWOMAN client in the system but may enter and edit data only for WISEWOMAN clients from your own agency!

Please refer to the MBCIS Manual for information about the Clinical, Clinical View and Colorectal roles for MBCIS users.

Version

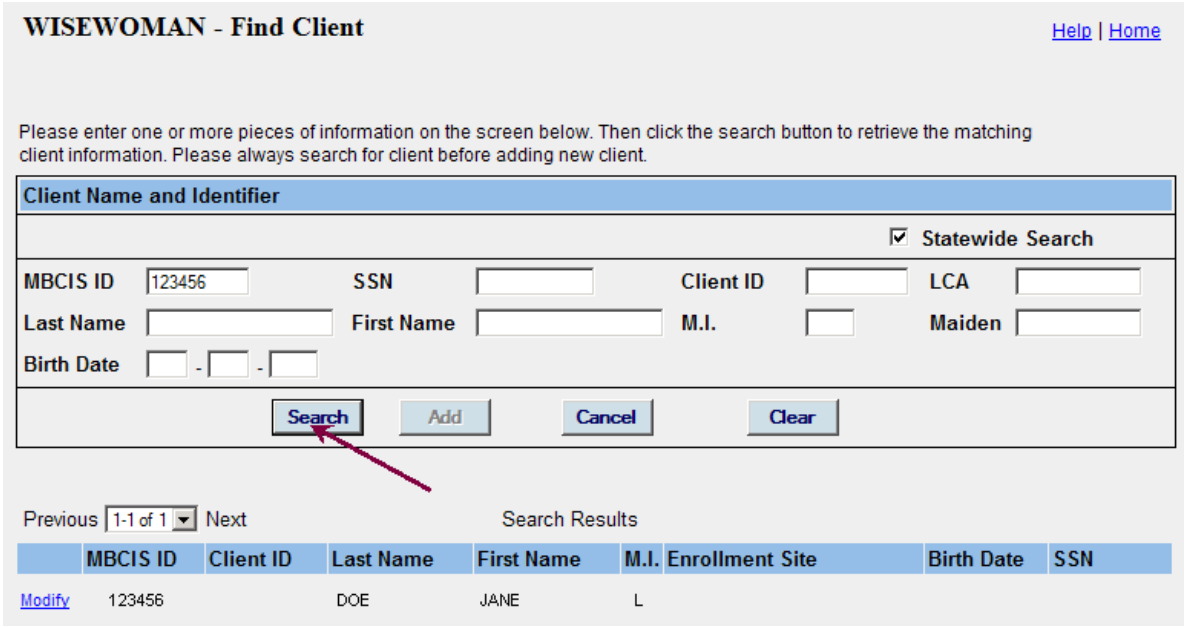
The current system information is shown at the bottom of the MBCIS Home Page. When this manual was updated the current version of MBCIS was:



2. WW Client Enrollment Information

2.1 Find Client

Clicking either Client Information or Enrollment Information in the WISEWOMAN section of the home page will take you to the WISEWOMAN - Find Client screen (see below). The only difference between the two links is where you end up *after* your client information has been retrieved by the system. This difference will be described shortly.



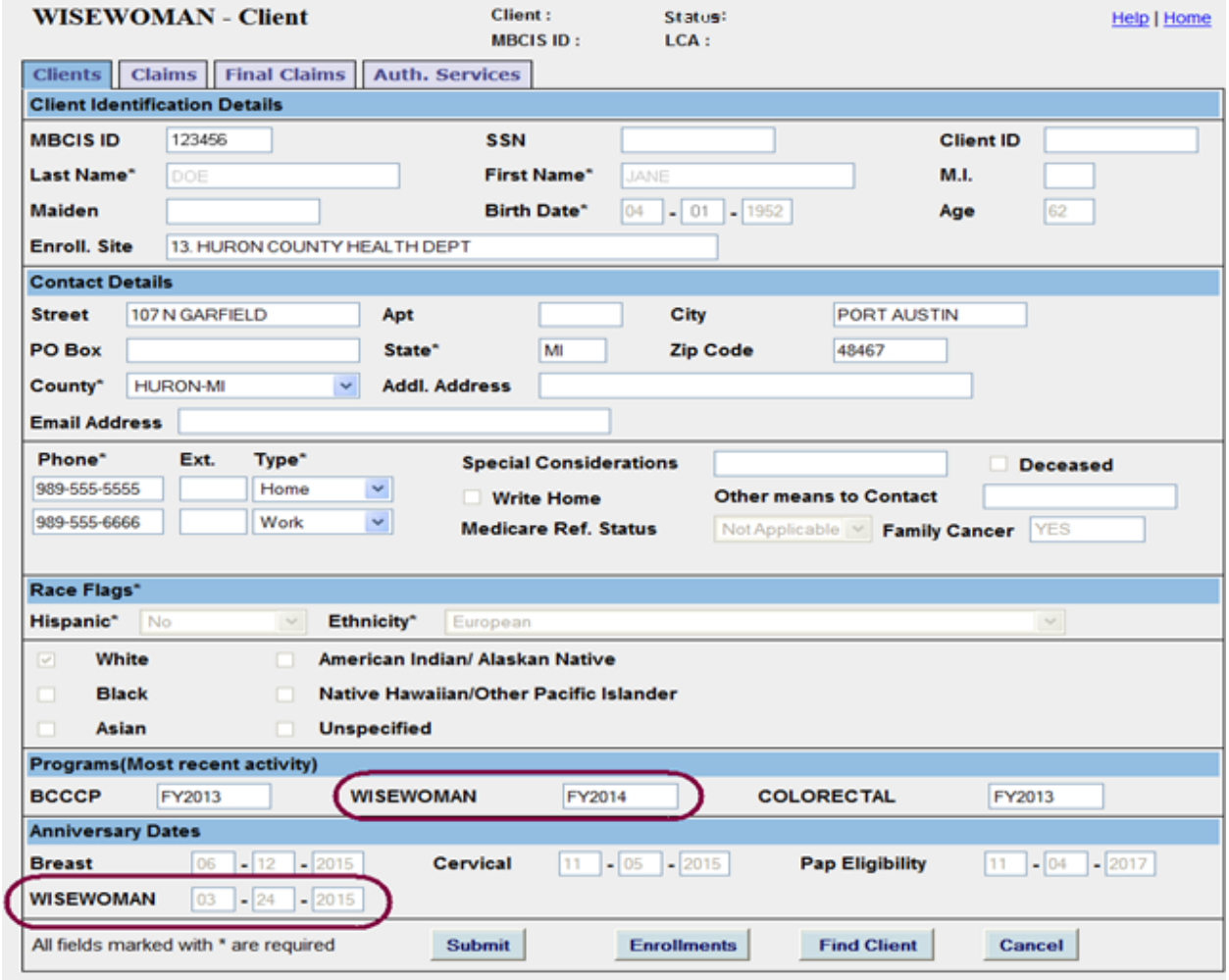
Find Client. To pull up information for an existing client, you enter information into one or more fields in the Find Client area to search. Typically, you will be searching by client name or MBCIS ID, but many other possibilities are available. (More information on the client search features of MBCIS are described in the Clients Window section of the MBCIS manual under **MBCIS – Find Client Screen.)**

For instance, entering the MBCIS ID "123456" and clicking the "Search" button brings up all matches to the search information.

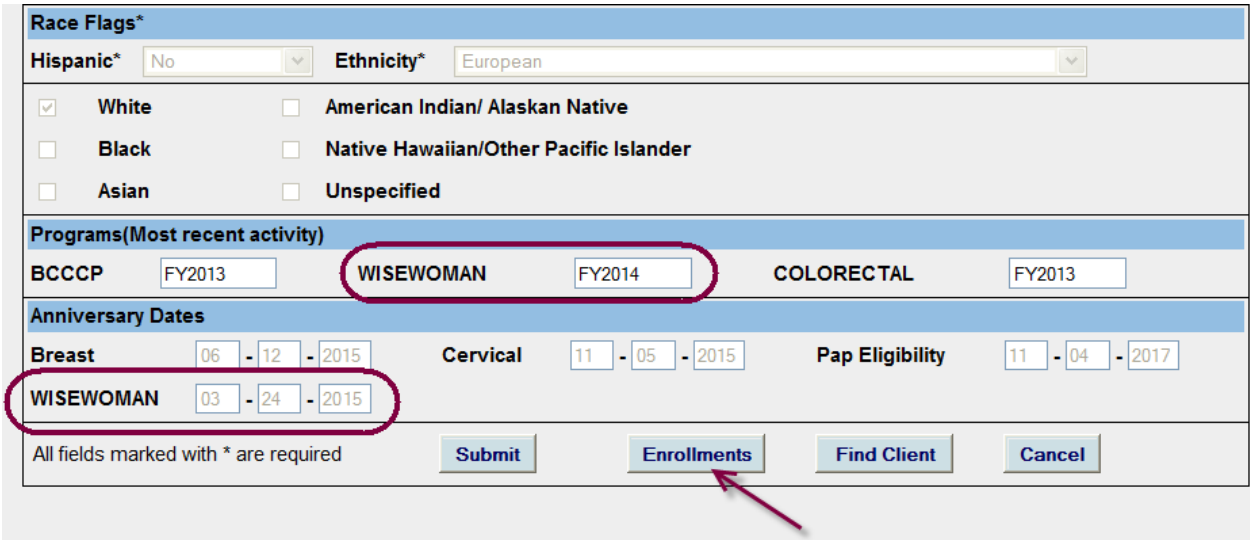
Note: WISEWOMAN users will **not** need to use the "Add" button on the Find Clients screen because all WISEWOMAN clients must have data in MBCIS first.

2.2 Using the Client Information Link

If you selected Client Information prior to searching, you will be taken to the WISEWOMAN - Client screen, which will look like this:



The WISEWOMAN – Client screen contains enrollment information from the Michigan BCCCN Program. You can review client identification and contact details as well as information about race and ethnicity. At the bottom of the page are dates for most recent activity in the WISEWOMAN program as well as the next anniversary for WISEWOMAN. The Anniversary Date for WISEWOMAN is the program enrollment date plus 1 year.



To proceed to data entry for WISEWOMAN clients from this screen, you will need to click the Enrollments button near the bottom of the screen.

Hitting the Enrollments button from the WISEWOMAN – Client screen takes you to the WISEWOMAN –Client Enrollments screen.

The WISEWOMAN –Client Enrollments screen is shown on the next page under section 2.3.

2.2.1 Editing Client Information

Much of the information you will see on the WISEWOMAN – Client screen cannot be edited. However, there are some items you may update:

All elements of the client's physical address:
Street, Apt, City, PO Box, State*, Zip Code*, County*, Addl. Address

Email Address

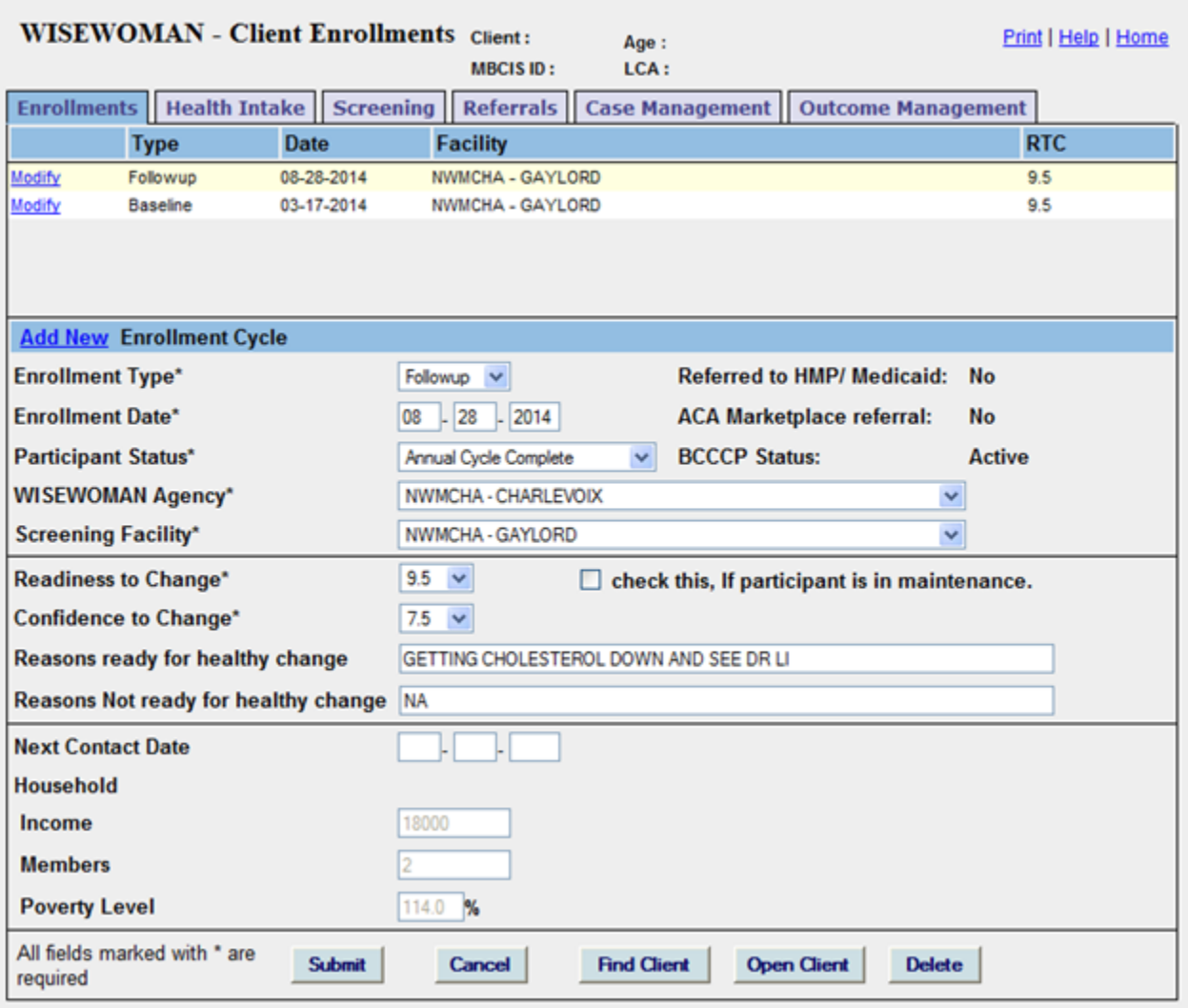
Client Phone

* Denotes required field

2.3 Using the Enrollment Information Link

If you click Enrollment Information from the home page (instead of Client Information) you will be taken directly to the WISEWOMAN – Client Enrollments screen after you find and select a specific client.

Here is what that tab will show you:

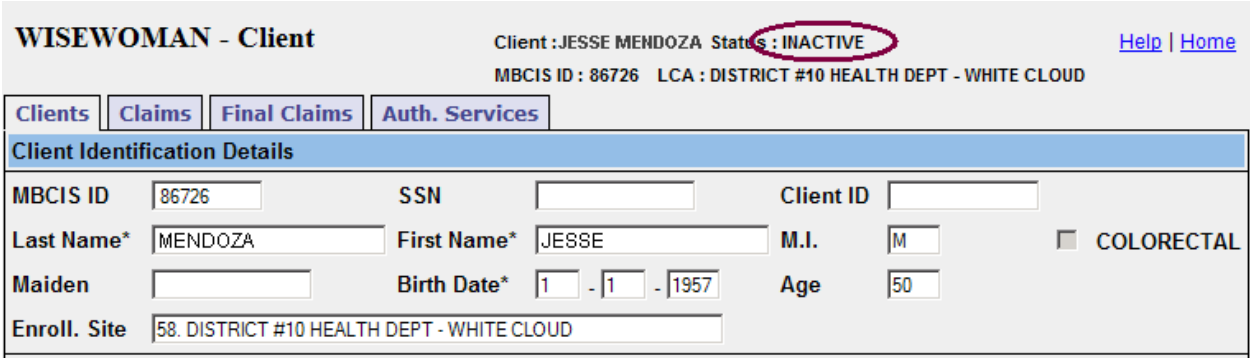


2.4 Inactive Clients in MBCIS

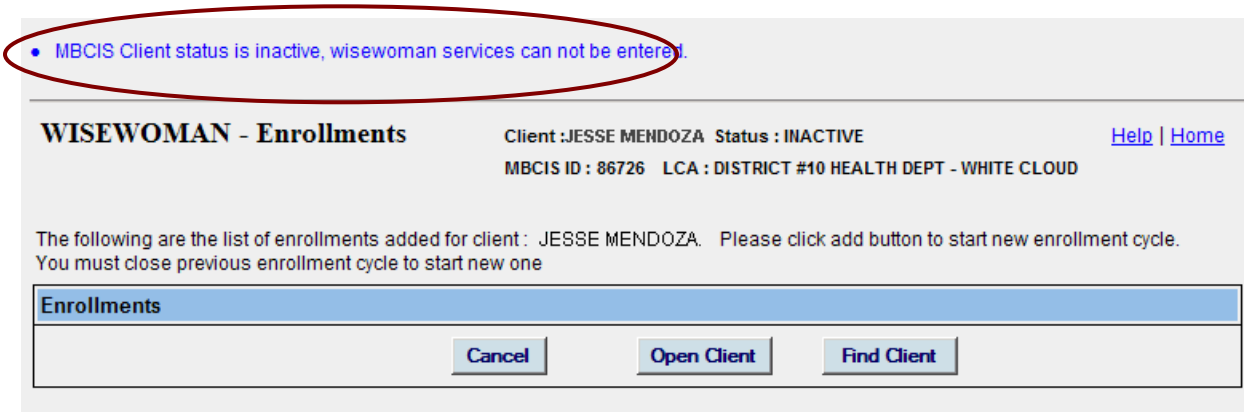
At the top of the WISEWOMAN – Client screen you can determine the status of the client in MBCIS (i.e. the woman's status for the BCCCNP).

You cannot enter WISEWOMAN data for women who are currently inactive in MBCIS.

If you do not have MBCIS BCCCNP Clinical privileges you will need to contact someone from the parent Local Coordinating Agency and ask that the client's active status be restored.



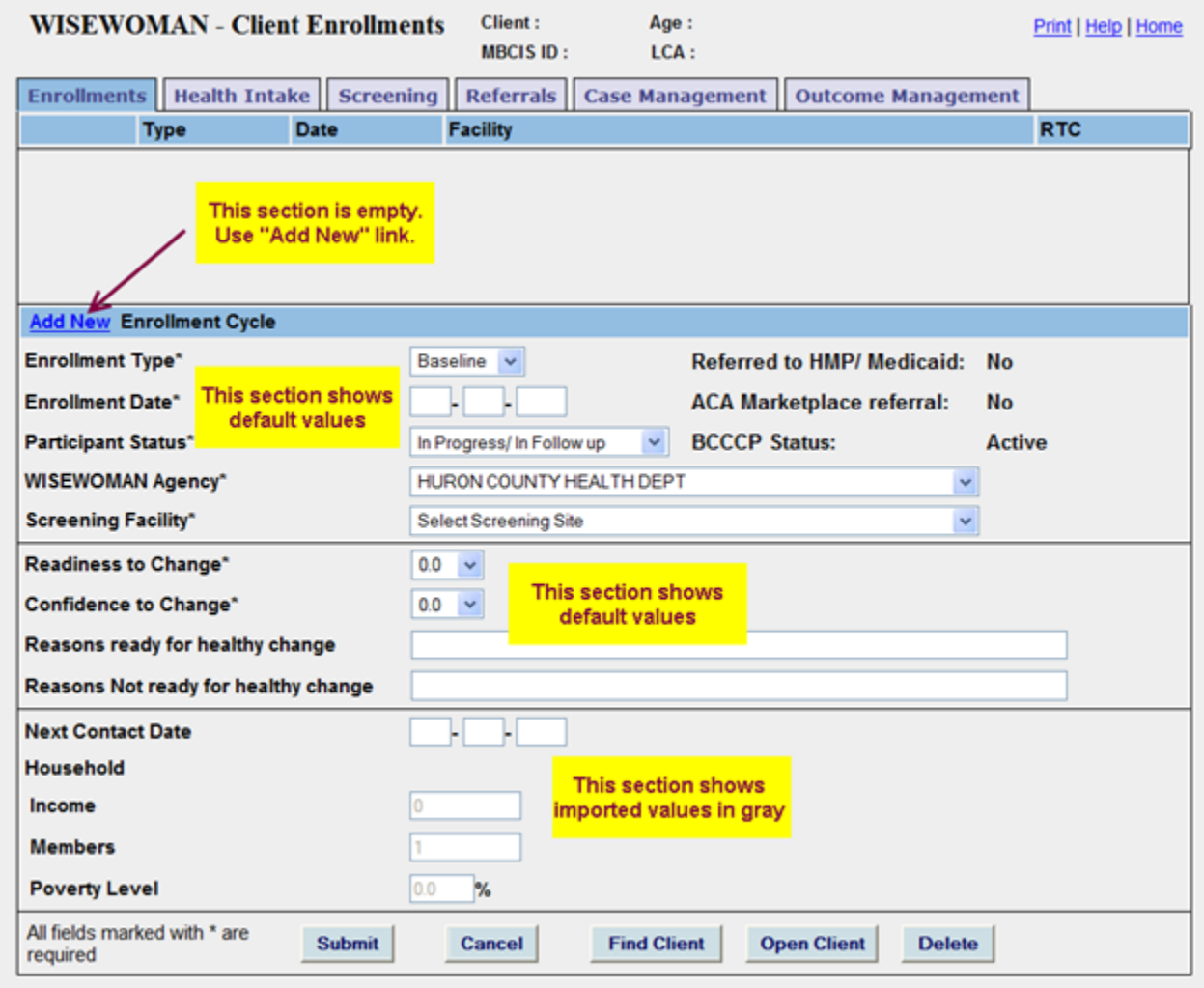
If you try to enter data for a woman who is not active in MBCIS, you will see the following message:


MBCIS Client status is inactive, wisewoman services can not be entered.
WISEWOMAN - Enrollments
Client :JESSE MENDOZA Status : INACTIVE
Help | Home
MBCIS ID : 86726 LCA : DISTRICT #10 HEALTH DEPT - WHITE CLOUD
The following are the list of enrollments added for client : JESSE MENDOZA. Please click add button to start new enrollment cycle.
You must close previous enrollment cycle to start new one
Enrollments
Cancel
Open Client
Find Client

WISEWOMAN *clients* cannot be made inactive, only their cycles. Making a client inactive is done on the BCCCNP side of the system. Refer to the Enrollment Cycle Section of the BCCCNP Manual.

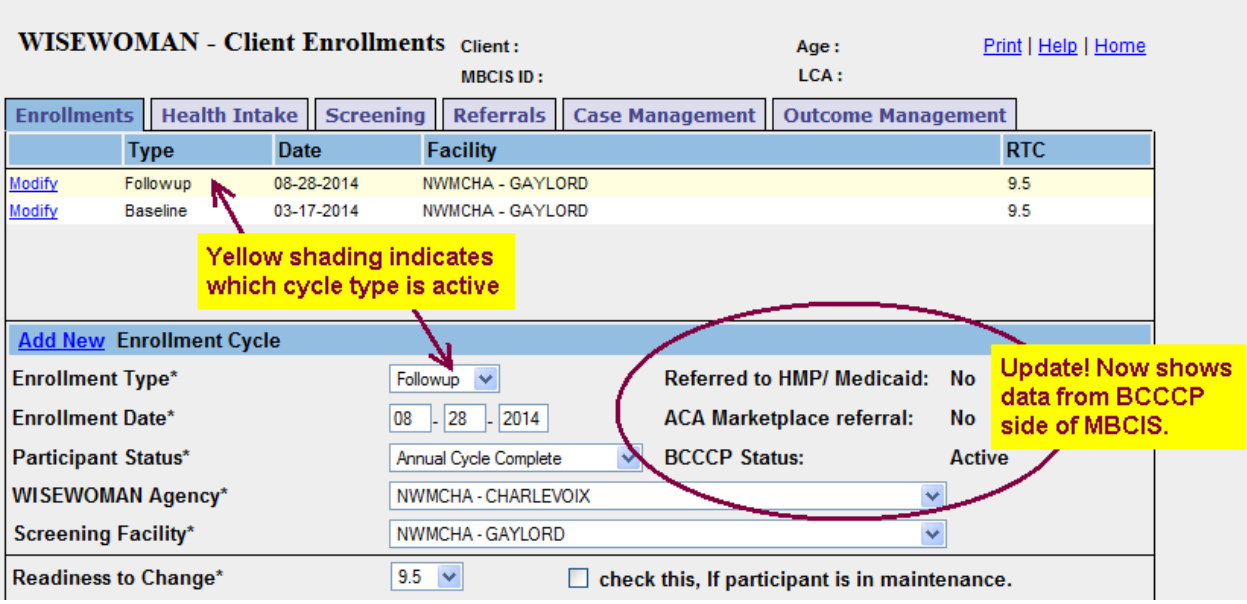
2.5 Adding an Enrollment Cycle

If a client does not yet have WISEWOMAN data in MBCIS, the WISEWOMAN—Client Enrollments tab will look like this:

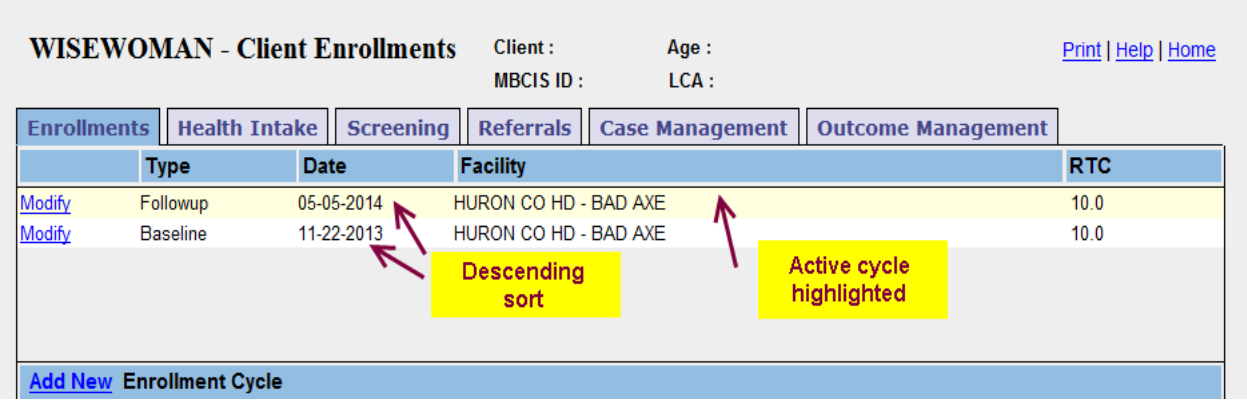


Note: The fields Reasons ready for healthy change and Reasons Not ready for healthy change will probably not be needed during the baseline/rescreen part of the cycle. You can use these fields for related notes or leave them blank.

However, if the client already has cycle information in MBCIS*WISEWOMAN the WISEWOMAN—Client Enrollments tab might look something like this:



Important: Make sure the type of data you want to view is active! If a Follow up cycle is active in the database, when you navigate to other tabs in MBCIS*WISEWOMAN you will be looking at follow up data.



Note: An annual cycle will typically consist of both baseline and follow up data. Sort is descending by enrollment date, so more recent cycles will show up at the top, and the follow up part of an annual cycle will be on top of the corresponding baseline or rescreen part of the cycle.

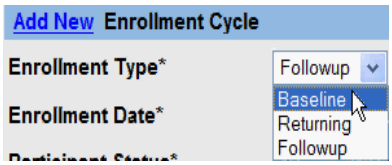
2.5.1 Enrollment Cycle Data Entry

The **WISEWOMAN - Client Enrollments** tab contains basic enrollment information for each enrollment type.

Required fields throughout the MBCIS*WISEWOMAN system are indicated by an asterisk (*) after the variable name.

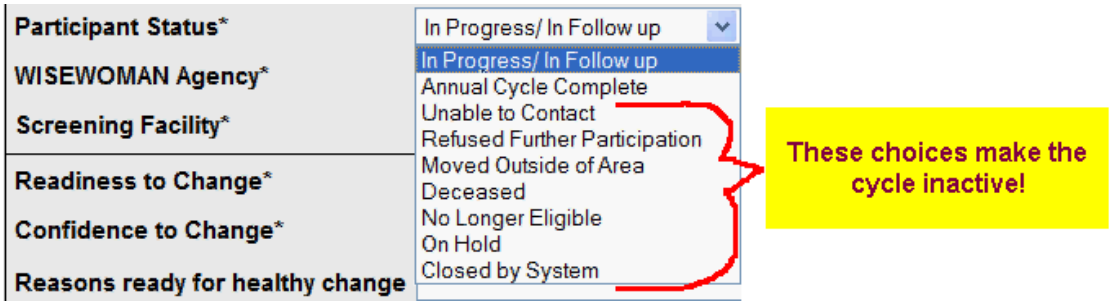
Enter the Required Fields

Enrollment Type: Select appropriate value from the dropdown list



Enrollment Date: Enter the date in MM-DD-YYYY format

Participant Status: Select choice from dropdown list



Participation Status must equal "In Progress/ In Follow up" or "Annual Cycle Complete" to enter additional data for the client.

WISEWOMAN Agency: Select agency from dropdown list

Screening Facility: Select facility from dropdown list

Readiness to Change: Select corresponding value from Readiness to Change Ruler to the nearest 0.5 on the dropdown list

Confidence to Change: Select corresponding value from Readiness to Change Ruler to the nearest 0.5 on the dropdown list

Note: All dates in MBCIS are in the MM-DD-YYYY format.

Optional Fields (The first 2 fields are not needed for a Baseline Cycle)

Reasons ready for healthy change: Enter text from the Readiness to Change Ruler that is appropriate for this field

Reasons Not ready for healthy change: Enter text from the Readiness to Change Ruler that is appropriate for this field

Next Contact Date: Enter the date the next contact is expected for this client in MM-DD-YYYY format

Imported Fields (values from BCCCNP data that cannot be edited in MBCIS*WISEWOMAN)

Participant Status

WISEWOMAN Agency

Screening Facility

Click the Submit button at the bottom of the page to save your data. Only click submit after all required data elements have been entered or you will receive an error message.

2.6 Health Intake Tab

After completing data entry for the Enrollment Cycle page, you will enter data from the "WISEWOMAN Health Intake Questions" in the 3 *sub-tabs* on the Health Intake tab. When you click on the "Health Intake" tab, tabs for "Health Intake 1," "Health Intake 2," and "Health Intake 3" will be visible. The layout of the tabs has the same question order and the same page breaks as the forms.

The fastest way to enter data on this screen is to use a combination of the tab key and the up and down arrows, or the tab key and the first letter of the desired response.

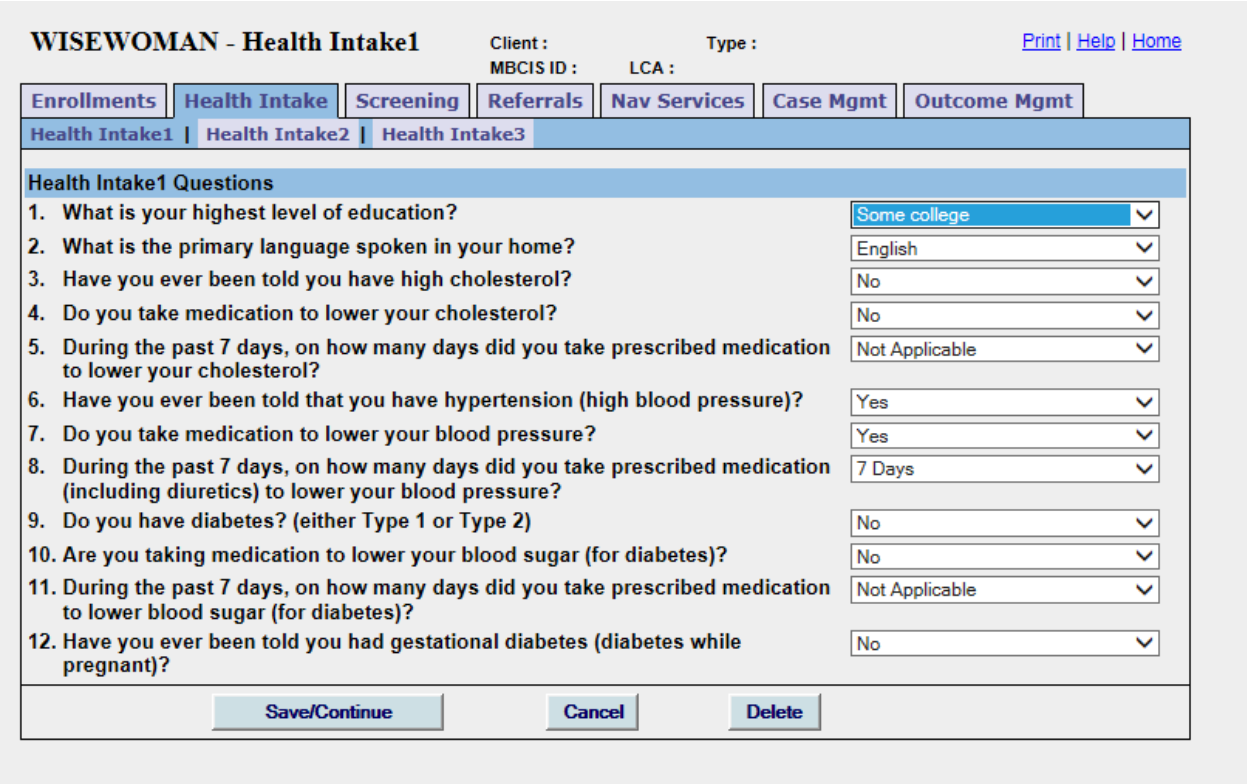
IMPORTANT: Your agency must make every attempt to get a response to each question from the client at intake! When a client refuses to answer a question, mark it as "refused" on the form for those entering data. The only difficulty anticipated for these sections will be when a client has skipped or omitted a question on the paper form. (Refer to section 2.6.1).

Note: Data entry of the Health Intake questions must be completed before any other screening information can be entered into MBCIS*WISEWOMAN.

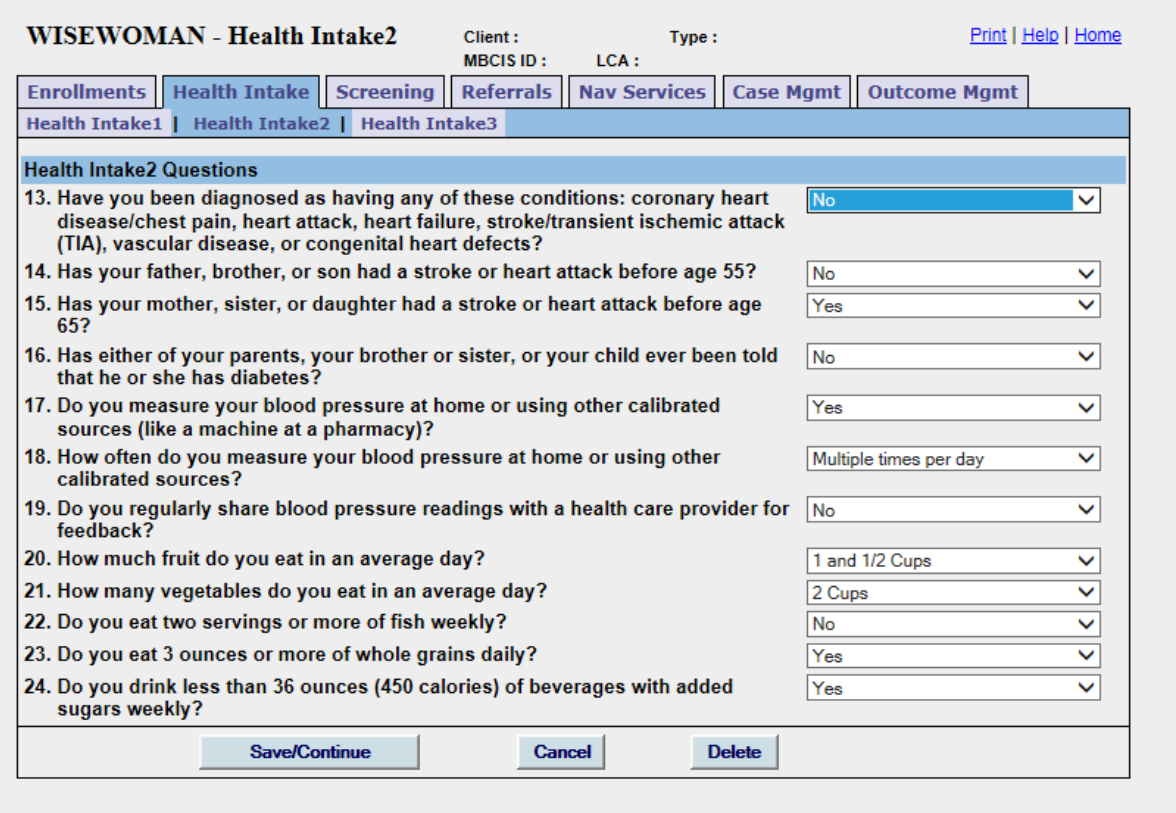
All responses for the WISEWOMAN Health Intake Questions will be entered from dropdown lists in MBCIS*WISEWOMAN.

Note: A response to each question is required to save the data, and the Health Intake1 and Health Intake2 tabs have a Save/Continue button at the bottom for continuation to the next page of data entry.

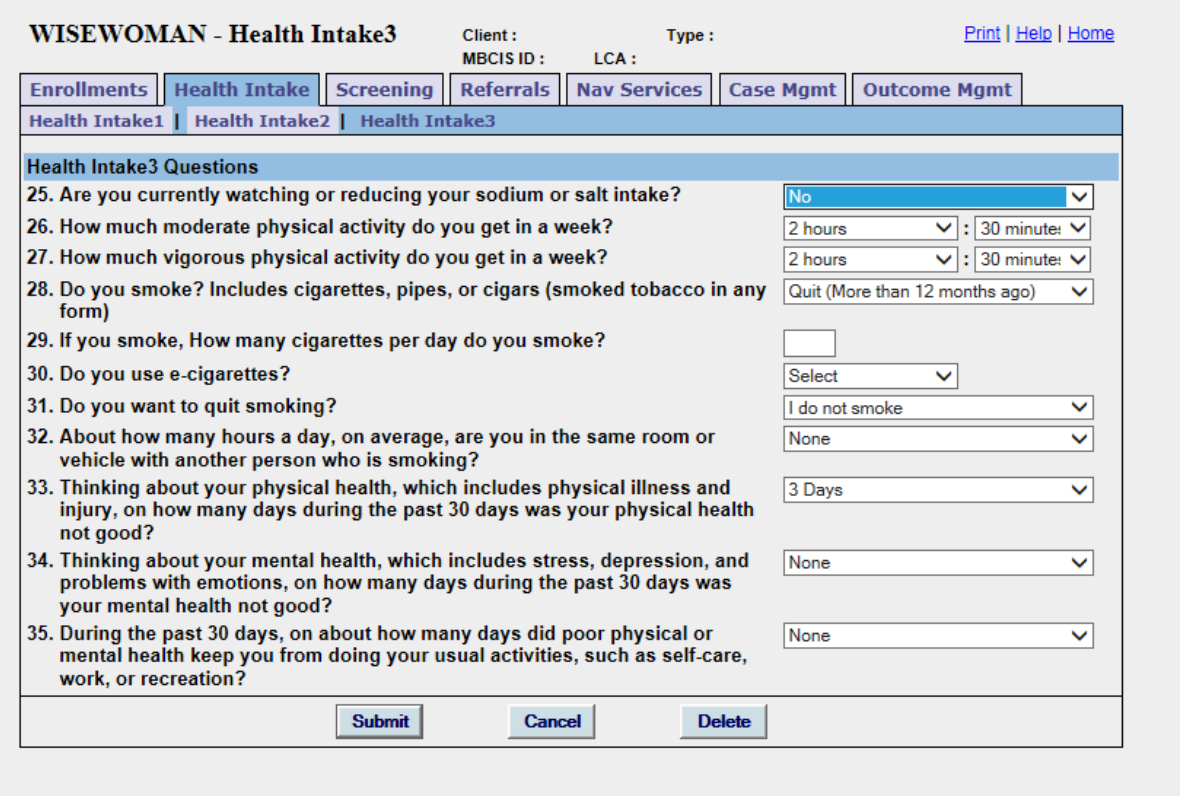
Health Intake1 will look like this:


WISEWOMAN - Health Intake1
Client :
Type :
Print | Help | Home
MBCIS ID :
LCA :
Enrollments
Health Intake
Screening
Referrals
Nav Services
Case Mgmt
Outcome Mgmt
Health Intake1 | Health Intake2 | Health Intake3
Health Intake1 Questions
1. What is your highest level of education?
Some college
2. What is the primary language spoken in your home?
English
3. Have you ever been told you have high cholesterol?
No
4. Do you take medication to lower your cholesterol?
No
5. During the past 7 days, on how many days did you take prescribed medication to lower your cholesterol?
Not Applicable
6. Have you ever been told that you have hypertension (high blood pressure)?
Yes
7. Do you take medication to lower your blood pressure?
Yes
8. During the past 7 days, on how many days did you take prescribed medication (including diuretics) to lower your blood pressure?
7 Days
9. Do you have diabetes? (either Type 1 or Type 2)
No
10. Are you taking medication to lower your blood sugar (for diabetes)?
No
11. During the past 7 days, on how many days did you take prescribed medication to lower blood sugar (for diabetes)?
Not Applicable
12. Have you ever been told you had gestational diabetes (diabetes while pregnant)?
No
Save/Continue
Cancel
Delete

Health Intake2 will look like this:


WISEWOMAN - Health Intake2
Client :
Type :
MBCIS ID :
LCA :
Print | Help | Home
Enrollments
Health Intake
Screening
Referrals
Nav Services
Case Mgmt
Outcome Mgmt
Health Intake1 | Health Intake2 | Health Intake3
Health Intake2 Questions
13. Have you been diagnosed as having any of these conditions: coronary heart disease/chest pain, heart attack, heart failure, stroke/transient ischemic attack (TIA), vascular disease, or congenital heart defects? No
14. Has your father, brother, or son had a stroke or heart attack before age 55? No
15. Has your mother, sister, or daughter had a stroke or heart attack before age 65? Yes
16. Has either of your parents, your brother or sister, or your child ever been told that he or she has diabetes? No
17. Do you measure your blood pressure at home or using other calibrated sources (like a machine at a pharmacy)? Yes
18. How often do you measure your blood pressure at home or using other calibrated sources? Multiple times per day
19. Do you regularly share blood pressure readings with a health care provider for feedback? No
20. How much fruit do you eat in an average day? 1 and 1/2 Cups
21. How many vegetables do you eat in an average day? 2 Cups
22. Do you eat two servings or more of fish weekly? No
23. Do you eat 3 ounces or more of whole grains daily? Yes
24. Do you drink less than 36 ounces (450 calories) of beverages with added sugars weekly? Yes
Save/Continue
Cancel
Delete

And Health Intake3 will look like this:


WISEWOMAN - Health Intake3
Client :
Type :
MBCIS ID :
LCA :
Print | Help | Home
Enrollments
Health Intake
Screening
Referrals
Nav Services
Case Mgmt
Outcome Mgmt
Health Intake1 | Health Intake2 | Health Intake3
Health Intake3 Questions
25. Are you currently watching or reducing your sodium or salt intake? No
26. How much moderate physical activity do you get in a week? 2 hours : 30 minutes
27. How much vigorous physical activity do you get in a week? 2 hours : 30 minutes
28. Do you smoke? Includes cigarettes, pipes, or cigars (smoked tobacco in any form) Quit (More than 12 months ago)
29. If you smoke, How many cigarettes per day do you smoke?
30. Do you use e-cigarettes? Select
31. Do you want to quit smoking? I do not smoke
32. About how many hours a day, on average, are you in the same room or vehicle with another person who is smoking? None
33. Thinking about your physical health, which includes physical illness and injury, on how many days during the past 30 days was your physical health not good? 3 Days
34. Thinking about your mental health, which includes stress, depression, and problems with emotions, on how many days during the past 30 days was your mental health not good? None
35. During the past 30 days, on about how many days did poor physical or mental health keep you from doing your usual activities, such as self-care, work, or recreation? None
Submit
Cancel
Delete

2.6.1 How to Handle Omitted Responses

Ideally, you will have someone reviewing Health Intake forms for completeness before the client's screening visit is over. However, at some point you will likely encounter a missing response that is not clearly a refusal. When this happens, consult the chart below for the response you should enter.

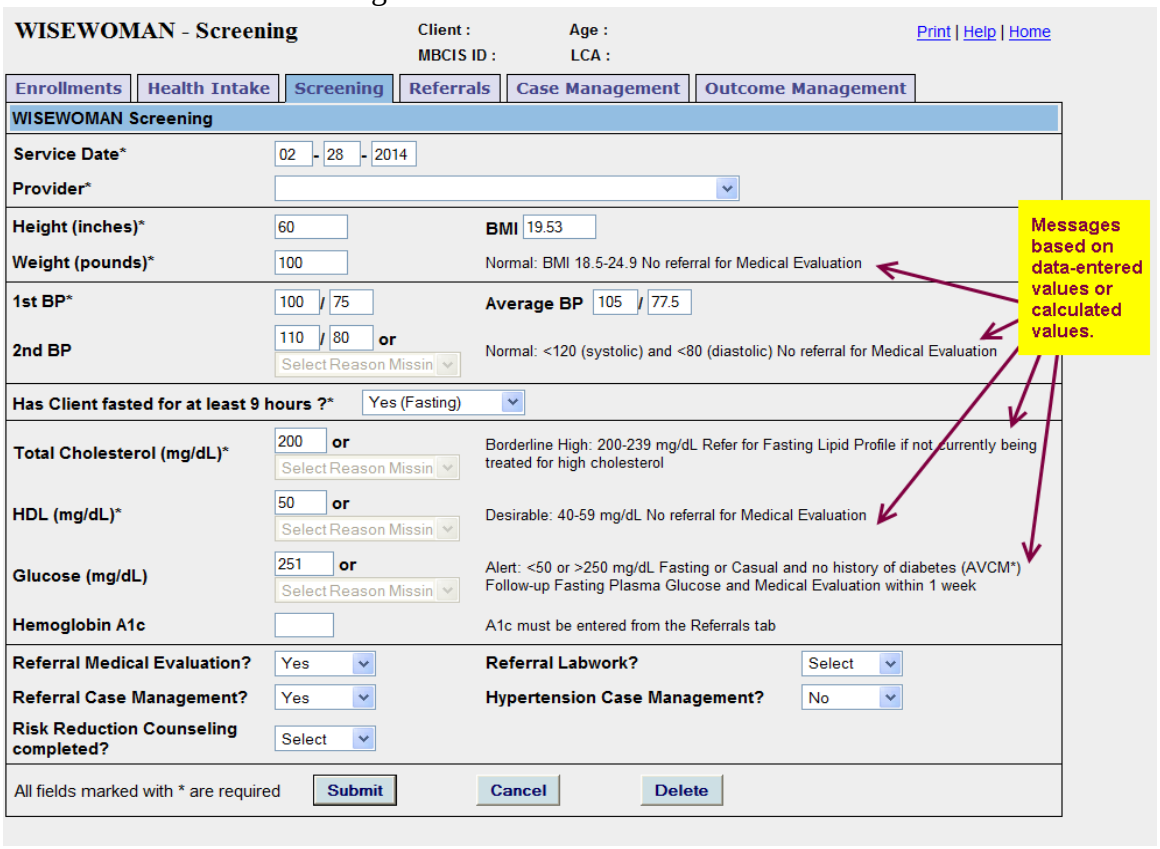
Essentially, we need to treat skipped/omitted items as "refused" responses for data entry into MBCIS*WISEWOMAN:

Item	What to put if no client answer (e.g., omitted)	Item	What to put if no client answer (e.g., omitted)
1	Refused	19	If 6 is "no" then Not Applicable; otherwise Don't want to answer
2	Don't want to answer	20	Don't want to answer
3	Don't want to answer	21	Don't want to answer
4	Don't want to answer	22	Don't want to answer
5	If 4 is "no" then Not Applicable; If 4 is "yes" then "Don't know"; If 4 was not answered then "Don't want to answer"	23	Don't want to answer
6	Don't want to answer	24	Don't want to answer
7	Don't want to answer	25	Don't want to answer
8	If 7 is "no" then Not Applicable; If 7 is "yes" then "Don't know"; If 7 was not answered then "Don't want to answer"	26	Enter 0 minutes or None
9	Don't want to answer	27	Enter 0 minutes or None
10	Don't want to answer	28	Don't want to answer
11	If 10 is "no" then Not Applicable; If 10 is "yes" then "Don't know"; If 10 was not answered then "Don't want to answer"	29	If 28 indicates the woman does not smoke enter 0; otherwise if no client response leave blank
12	Don't know	30	If no client response leave unselected
13	Don't want to answer	31	If no client response leave unselected
14	Don't want to answer	32	Don't want to answer
15	Don't want to answer	33	Don't know/Not sure
16	Don't want to answer	34	Don't know/Not sure
17	If 6 is "no" then Not Applicable; otherwise Don't want to answer	35	Don't know/Not sure
18	If 6 is "no" then Not Applicable; otherwise Don't want to answer		

3. WW Clinical Service Data

The WISEWOMAN Screening tab corresponds to clinical service data collected on the WISEWOMAN Screening form. This tab will always be used for **Baseline** or **Rescreening** cycles. WISEWOMAN clinical service data may also be recorded on the Referrals and Case Management tabs, as appropriate.

The WISEWOMAN --Screening tab looks like this:



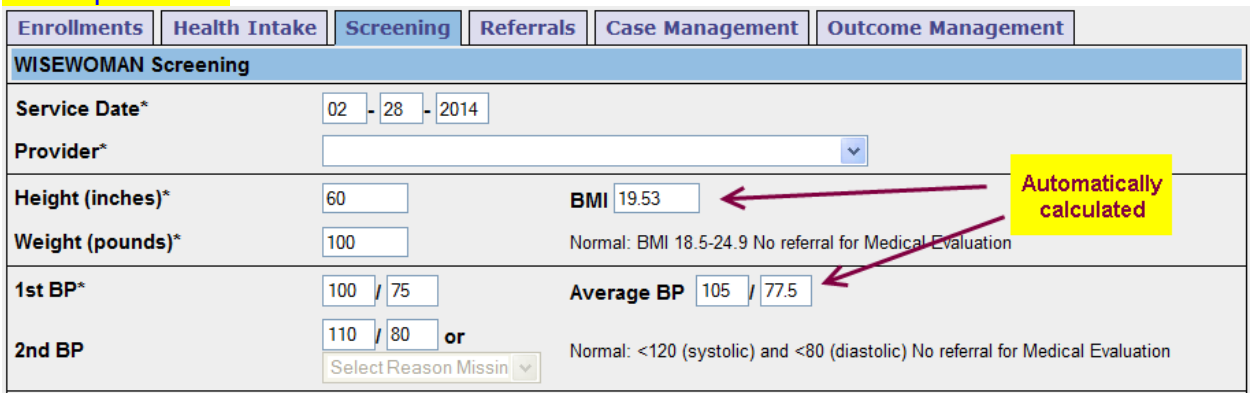
3.1 Screening Tab—Data Entry

Screening services are entered on the WISEWOMAN –SCREENING tab in MBCIS*WISEWOMAN.

Top Part of Screening Tab
Service Date: Enter the date in MM-DD-YYYY format

Provider: The dropdown list that appears will be limited to those providers in MBCIS that are connected to your agency. Select choice from dropdown list

Note: You can type the first letter of the provider name you want to go directly to that part of the dropdown list.



Height (inches): Enter height in inches from screening form

Weight (pounds): Enter weight in pounds from screening form

1st BP: Enter first BP measurement taken from screening form

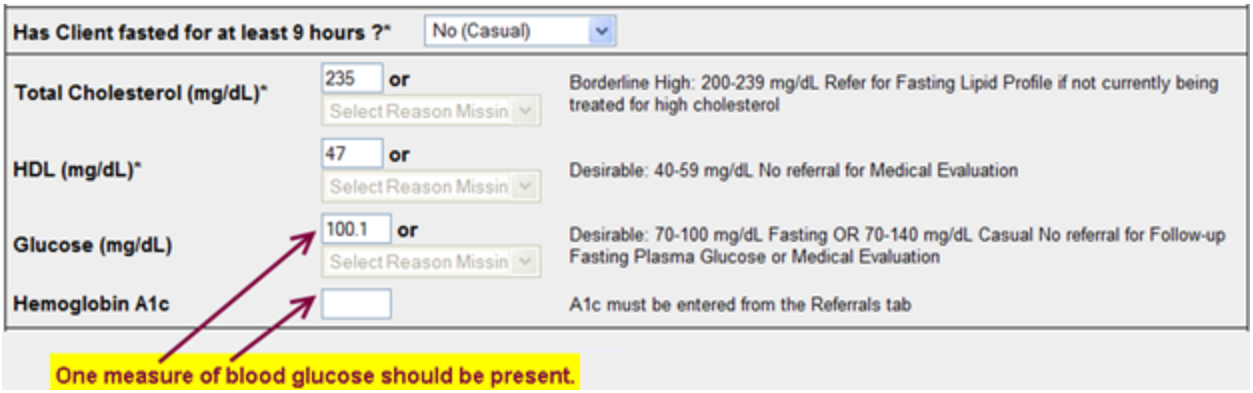
2nd BP: Not indicated as required, but if missing you will need to indicate a reason missing from the adjacent dropdown box.

BMI: Not entered—automatically calculated by system

Average BP: Not entered—automatically calculated by system

Middle of Screening Tab

Has Client fasted for at least 9 hours?: Select value from dropdown list


Has Client fasted for at least 9 hours ?*
No (Casual)
Total Cholesterol (mg/dL)*
235 or
Select Reason Missin
Borderline High: 200-239 mg/dL Refer for Fasting Lipid Profile if not currently being treated for high cholesterol
HDL (mg/dL)*
47 or
Select Reason Missin
Desirable: 40-59 mg/dL No referral for Medical Evaluation
Glucose (mg/dL)
100.1 or
Select Reason Missin
Desirable: 70-100 mg/dL Fasting OR 70-140 mg/dL Casual No referral for Follow-up Fasting Plasma Glucose or Medical Evaluation
Hemoglobin A1c
A1c must be entered from the Referrals tab
One measure of blood glucose should be present.

Total Cholesterol (mg/dL): Enter value from screening form, if missing you will need to indicate a reason missing from the adjacent dropdown box.

HDL (mg/dL): Enter value from screening form, if missing you will need to indicate a reason missing from the adjacent dropdown box.

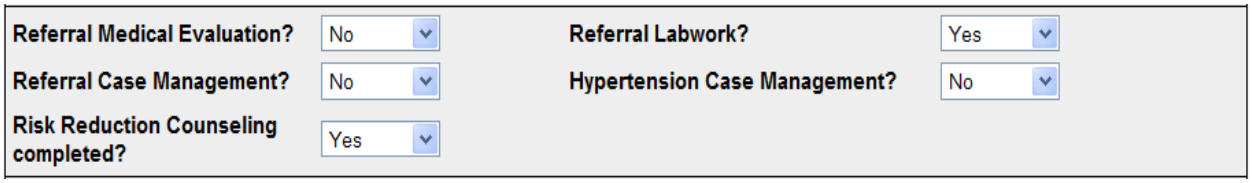
Glucose (mg/dL): See next section

Hemoglobin A1c: See next section

Bottom of Screening Tab

Referral Medical Evaluation?: Choose the appropriate value from the dropdown list (Yes/No/Unknown/Refused)

Referral Labwork?: Choose the appropriate value from the dropdown list (Yes/No/Unknown)



Referral Case Management?: Choose the appropriate value from the dropdown list (Yes/No/Unknown)

Hypertension Case Management?: Choose the appropriate value from the dropdown list (Yes/No/Unknown)

Risk Reduction Counseling completed?: Choose the appropriate value from the dropdown list (Yes/No/Unknown)

Click the Submit button at the bottom of the page to save your data. Only click submit after all required data elements have been entered or you will receive an error message.

3.1.1 Special Case—Glucose Data Entry

How the WISEWOMAN Program tracks blood sugar screening has evolved over time. Instead of interpreting glucose values based on whether the screening was fasting or non-fasting, the focus now is to collect only fasting measures of blood glucose whenever possible. If a non-fasting value is collected at screening, the measure should be supplemented (i.e. replaced) with a fasting blood glucose measure from lab work or a hemoglobin A1c measure.

These new procedures result in added complexity in the database. There are now multiple pathways for measuring blood glucose that depend on the following factors:

1. Is the participant already diabetic?
2. Is the participant fasting?
3. Where was the blood glucose measure obtained?

The table below outlines various possibilities for the data entry of blood glucose values and/or hemoglobin A1c values. The table focuses on the expected minimum data needed. The system will accept additional data (e.g. a non-fasting screening glucose in addition to a fasting glucose obtained at the lab.

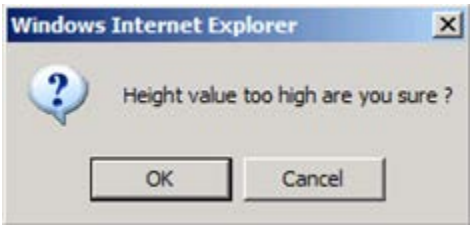
For Glucose and Hemoglobin A1c, find your scenario for data entry:

Already Diabetic ?	Fasting ?	Where measure obtained	Expected Blood Sugar Measure	Bill for Glucose Measure and/or Venipuncture?	MBCIS*WISEWOMAN Data Entry
N	Y	Office	Fasting blood glucose	N	Screening tab: Enter Glucose value from screening form
N	N	Office	Send to lab for fasting blood draw	N/A	N/A
N	Y	Lab	Fasting blood glucose	Y	Referrals tab*: Enter glucose value from lab work results using Lab Work visit type
N	N	Lab	Return to lab for fasting blood draw	N/A	N/A
Y	N or Y	Office	A1c obtained using Afinion machine	N	Referrals tab*: Use default A1c--Afinion visit type to enter Hemoglobin A1c value
Y	N or Y	Lab	A1c	Y	Referrals tab*: Enter A1c value from lab work results using Lab Work visit type
N or Y	N or Y	No glucose measure obtained	No Glucose value and no Hemoglobin A1c	N	Enter reason missing from "Select Reason Missing" below Glucose on Screening tab

*The Referrals tab is covered below in Section 3.2

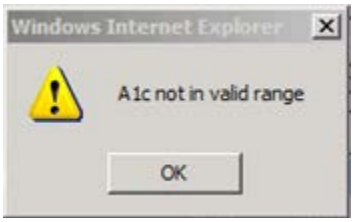
3.1.2 Data Entry Validation

Many data values associated with physical measurements or medical tests have built in ranges to detect possible errors. For instance, if you enter a woman's height as 79 inches or more (≥ 6'7"), you will get a data validation message like this:



If the value you are entering is in fact correct, you can override the validation message by clicking OK and the information you entered will remain.

On the other hand, if the value for a particular item is outside the range acceptable to CDC for submission in the WISEWOMAN Minimum Data Elements (MDEs), you will get an out of range message and the data value will not save. Here is an example system message you will see if an entered A1c value is too high:



3.2 Referrals Tab

The WISEWOMAN Referrals tab corresponds to clinical service data collected on the WISEWOMAN Screening form. This tab is used for **Baseline** or **Rescreening** cycles.

The layout of the WISEWOMAN Referrals tab captures the **Service/Visit Type,** values of measures taken at the visit, and associated CPT codes and approval for service payment.

When the Referrals tab is opened, by default an "A1c – Afinion" visit type will be present. The system is set up this way because an Afinion A1c measure is collected during screening and needs to be associated with the screening tab, when present.

In addition to "A1c –Afinion" there are 4 other visit types that can be selected:

Medical Evaluation –formerly called a diagnostic office visit

Lab Work–used to record data from a lab referral

Non-Integrated OV–used to record an office visit for WISEWOMAN screening that does not take place at the same time as the BCCCNP office visit

Other/Unknown–used to record data from any WISEWOMAN service that does not fit into any of the other categories

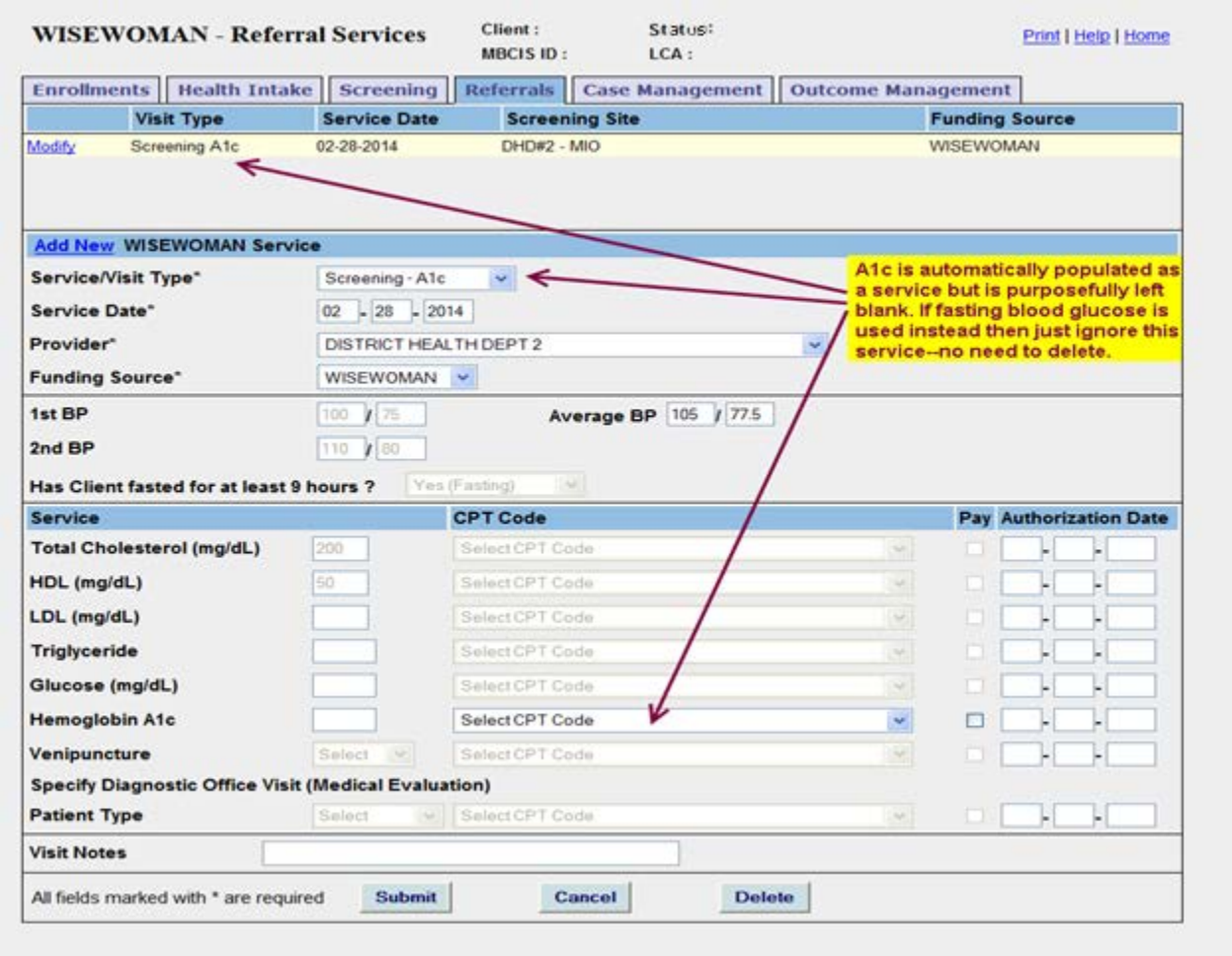
Once a Service/Visit Type is selected, fields irrelevant for that service type will be grayed out to make data entry easier.

Unlike the Screening tab the Referrals tab displays billable services. Relevant CPT Codes for a service are shown by drop down menu. Beside each CPT code is a Pay box (i.e. "approval to pay") and authorization date. When the pay box is checked, an authorization is submitted

internally via the MBCIS*WISEWOMAN system. **This authorization is a required component of service payment on the BCCCNP end.**

If you do not check the box the service will not be approved for payment (i.e. the provider will not get paid). Un-checking the box could also cause nonpayment of services.

The WISEWOMAN --Referrals tab looks like this:

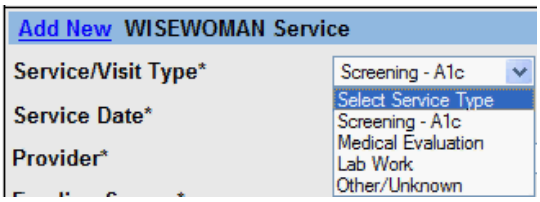


3.2.1 Referrals Tab—Data Entry

This section goes over all fields on the Referrals tab, but in practice the fields you enter will depend on the Service/Visit Type chosen. The system prevents entry of irrelevant services by graying out services not associated with the visit type you have selected.

Referrals Tab

Service/Visit Type: Select the type of service for this visit
Dropdown list choices are as shown:



Service Date: Enter the date in MM-DD-YYYY format

Provider: The dropdown list that appears will be limited to those providers in MBCIS that are connected to your agency. Select choice from dropdown list

Funding Source: Set by default to "WISEWOMAN"—change only if necessary

Note: You can type the first letter of the provider name you want to go directly to that part of the dropdown list.

1st BP: Enter first BP measurement taken

2nd BP: Enter second BP measurement taken

BMI: Not entered—automatically calculated by system

Average BP: Not entered—automatically calculated by system

Has Client fasted for at least 9 hours?: Select value from dropdown list

Total Cholesterol (mg/dL): Enter measurement value

HDL (mg/dL): Enter measurement value

LDL (mg/dL): Enter measurement value

Glucose (mg/dL): See Section 3.1.1

Hemoglobin A1c: See Section 3.1.1

Venipuncture: Make sure to check the Pay box when you add this

Note: Venipuncture should only be marked "Yes" when the client receives a blood draw. A finger poke for use with the Cholestech machine is not venipuncture.

Patient Type: Choose the appropriate values based on the client's paperwork

Visit Notes: Optional text field for recording notes

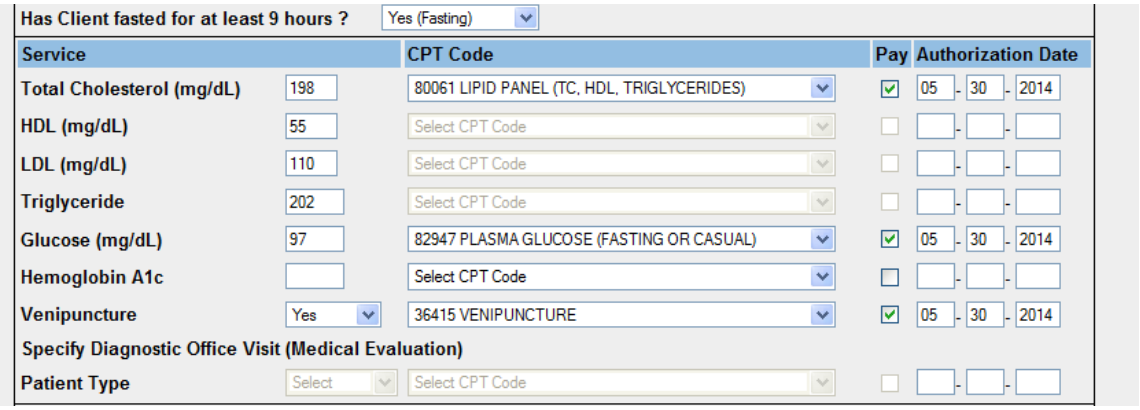
3.2.2 Data Entry by Service/Visit Type

The table below shows the allowable field entry for the Referrals tab by the Service/Visit Type selected as well as the CPT Codes associated with each service.

Allowable field data entry on Referrals tab:

		Service / Visit Types			
Service	CPT Code	Screening-A1c	Medical Evaluation	Lab Work	Other / Unknown
1st BP		No	Yes	Yes	Yes
2nd BP		No	Yes	Yes	Yes
Fasting status		No	Yes	Yes	Yes
Total Cholesterol	80061, 80061QW	No	Yes	Yes	Yes
HDL	80061, 80061QW	No	Yes	Yes	Yes
LDL	80061, 80061QW	No	Yes	Yes	Yes
Triglyceride	80061, 80061QW	No	Yes	Yes	Yes
Glucose	82947, 82947QW	No	Yes	Yes	Yes
Hemoglobin A1c	83036, 83036QW	Yes	Yes	Yes	Yes
Venipuncture	36415	No	Yes	Yes	Yes
Patient Type	99201-04, 99211-14, 99386-87, 99396-97	No	Yes	No	Yes

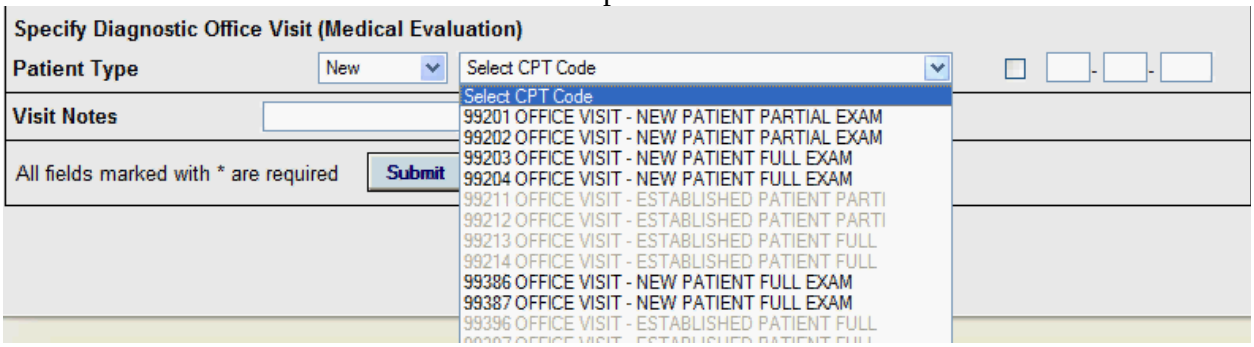
Note: When lab work for a client is entered, you will only need to select the 80061 or 80061QW once. The CPT code for the other related services need not be entered:



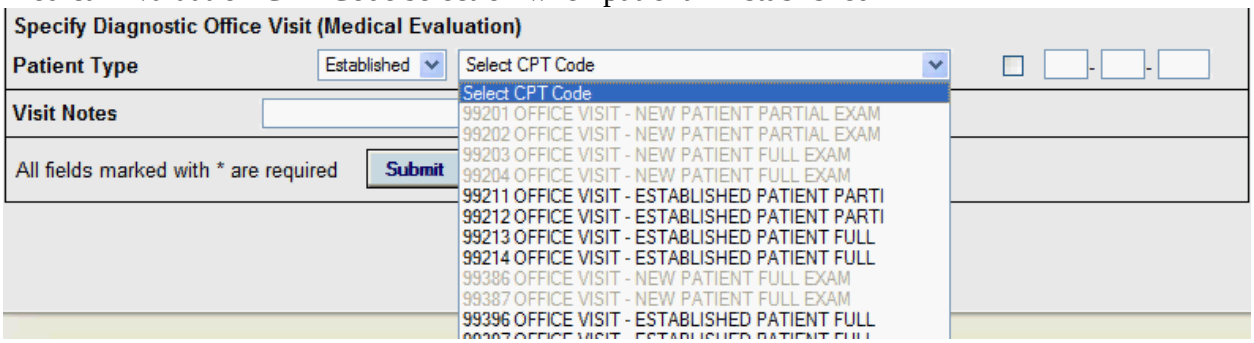
3.2.3 Medical Evaluation (Diagnostic Office Visit)

On the Referrals tab when the Service/Visit Type selected is Medical Evaluation, the selection of CPT Codes for the office visit depends on whether the patient is a New or Established patient, as shown below.

Medical Evaluation CPT Code selection when patient = New


Specify Diagnostic Office Visit (Medical Evaluation)
Patient Type
New
Select CPT Code
Visit Notes
All fields marked with * are required
Submit
Select CPT Code
99201 OFFICE VISIT - NEW PATIENT PARTIAL EXAM
99202 OFFICE VISIT - NEW PATIENT PARTIAL EXAM
99203 OFFICE VISIT - NEW PATIENT FULL EXAM
99204 OFFICE VISIT - NEW PATIENT FULL EXAM
99211 OFFICE VISIT - ESTABLISHED PATIENT PARTI
99212 OFFICE VISIT - ESTABLISHED PATIENT PARTI
99213 OFFICE VISIT - ESTABLISHED PATIENT FULL
99214 OFFICE VISIT - ESTABLISHED PATIENT FULL
99386 OFFICE VISIT - NEW PATIENT FULL EXAM
99387 OFFICE VISIT - NEW PATIENT FULL EXAM
99396 OFFICE VISIT - ESTABLISHED PATIENT FULL

Medical Evaluation CPT Code selection when patient = Established


Specify Diagnostic Office Visit (Medical Evaluation)
Patient Type
Established
Select CPT Code
Visit Notes
All fields marked with * are required
Submit
Select CPT Code
99201 OFFICE VISIT - NEW PATIENT PARTIAL EXAM
99202 OFFICE VISIT - NEW PATIENT PARTIAL EXAM
99203 OFFICE VISIT - NEW PATIENT FULL EXAM
99204 OFFICE VISIT - NEW PATIENT FULL EXAM
99211 OFFICE VISIT - ESTABLISHED PATIENT PARTI
99212 OFFICE VISIT - ESTABLISHED PATIENT PARTI
99213 OFFICE VISIT - ESTABLISHED PATIENT FULL
99214 OFFICE VISIT - ESTABLISHED PATIENT FULL
99386 OFFICE VISIT - NEW PATIENT FULL EXAM
99387 OFFICE VISIT - NEW PATIENT FULL EXAM
99396 OFFICE VISIT - ESTABLISHED PATIENT FULL

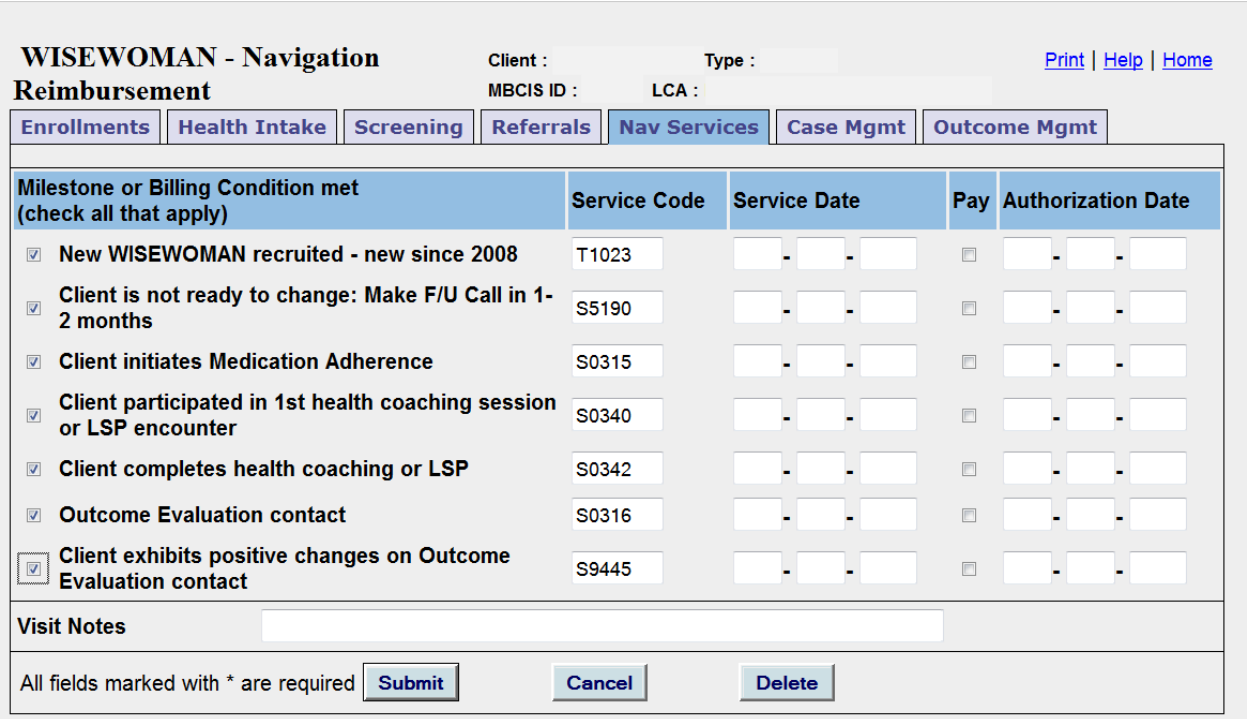
3.2.4 Other /Unknown Service Data

The last Service/Visit Type that can be chosen for data entry is Other/Unknown. All fields are open on this screen, however, the system user must have Administrative privileges to select CPT codes and approve them for payment. This service type will only be used under exceptional circumstances. However, if this type of service data has been entered for a WISEWOMAN client, you will be able to view it.

3.3 Navigation Services

Navigation Services represent services associated with the management of clients through lifestyle programming activities. As shown in the graphic below, each code is associated with billing conditions that should be met before agencies attempt to get reimbursed for the service. (The payment process for MBCIS*WISEWOMAN has not changed other than the addition of the new codes and service.) When the billing condition button is checked the corresponding code pops in at the bottom of the screen. Multiple or all buttons can be checked simultaneously.

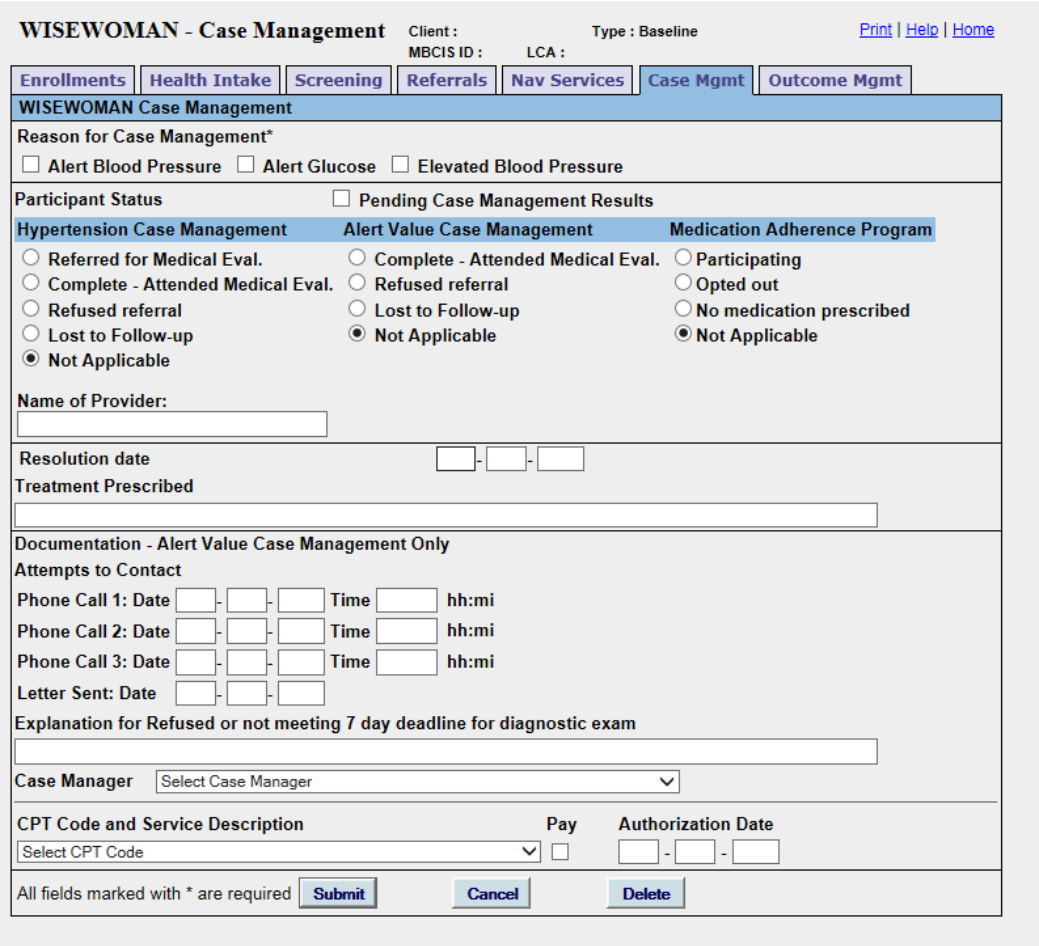
Note: each of these 7 codes can be used no more than once per client annual cycle (the baseline follow-up distinction is not relevant).



3.4 Case Management

Case Management will only be entered by a user with Administrative privileges to the MBCIS*WISEWOMAN application, but that information is viewable by any user with the WISEWOMAN role in the MBCIS*WISEWOMAN application.

For each client with alert screening values, you must complete a Medical Care Case Management Form. Send the completed form to the address at the bottom of the form. MDCH WISEWOMAN Program Staff will enter the data.



4. Outcome Management

The new MBCIS*WISEWOMAN is organized so that goals, contacts, navigation, and evaluation items all fall under "Outcome Management." When you select the Outcome Management tab, you will see its 5 sub-tabs:

1. Participant Agreement –Captures information from the form of the same name

2. Contact—this tab stores information from Lifestyle Program contacts and Health Coaching Sessions

3. Medication Adherence –Corresponds directly to the questionnaire

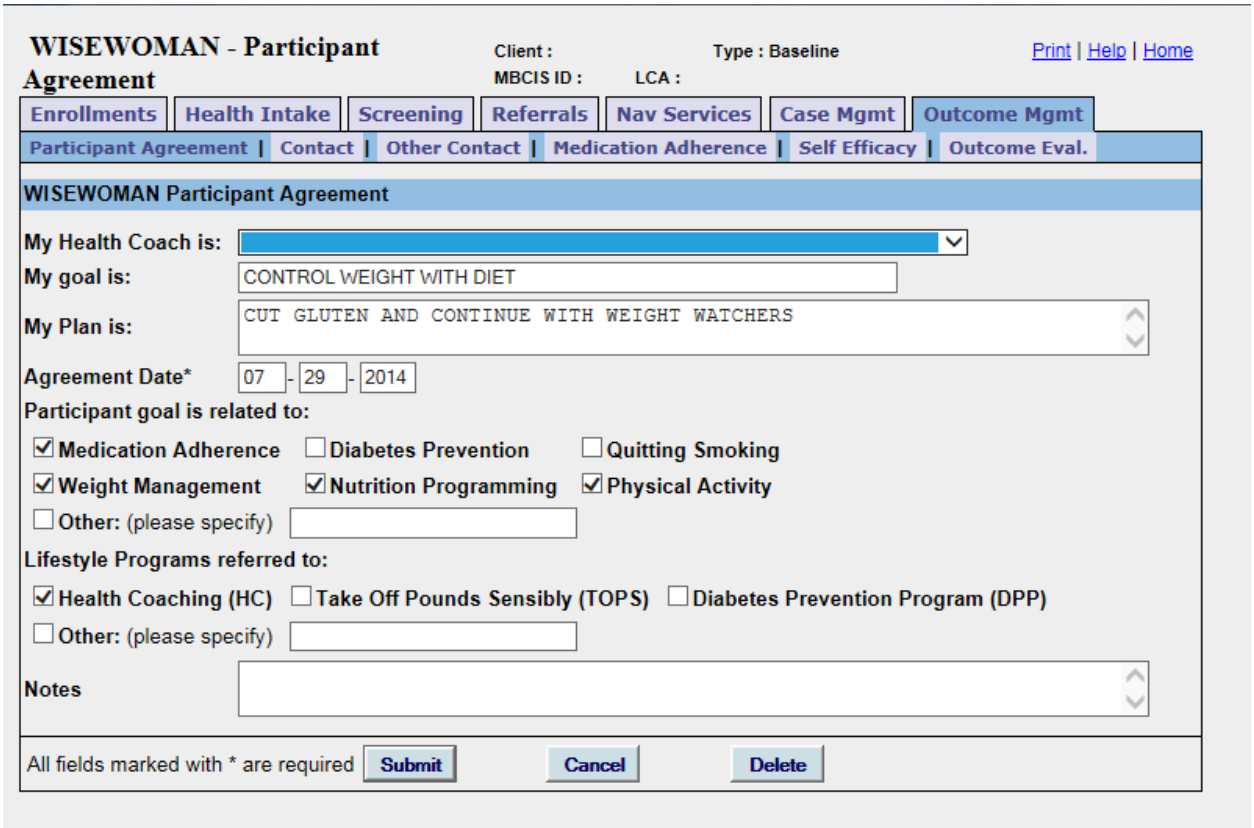
4. Self Efficacy –Corresponds directly to the questionnaire

5. Outcome Evaluation –Captures information from Follow-up cycles only

4.1 Participant Agreement

When a client is ready to make healthy lifestyle changes (as indicated by the Readiness Ruler) her goals and plans are recorded on the Participant Agreement. The form identifies related activities and the expectations for the client as part of the WISEWOMAN Program and what she can expect from the Program.

In MBCIS*WISEWOMAN, the Participant Agreement tab looks like this:



4.1.1 Participant Agreement—Data Entry

Most fields on the Participant Agreement tab directly correspond to the items on the WISEWOMAN Participant Agreement form:

My Health Coach is: Select the name from the dropdown list in MBCIS*WISEWOMAN. **If the name of the health coach is not present, leave blank for now and call Mike Carr, (517) 335-9954, to get the missing name added to the dropdown list**

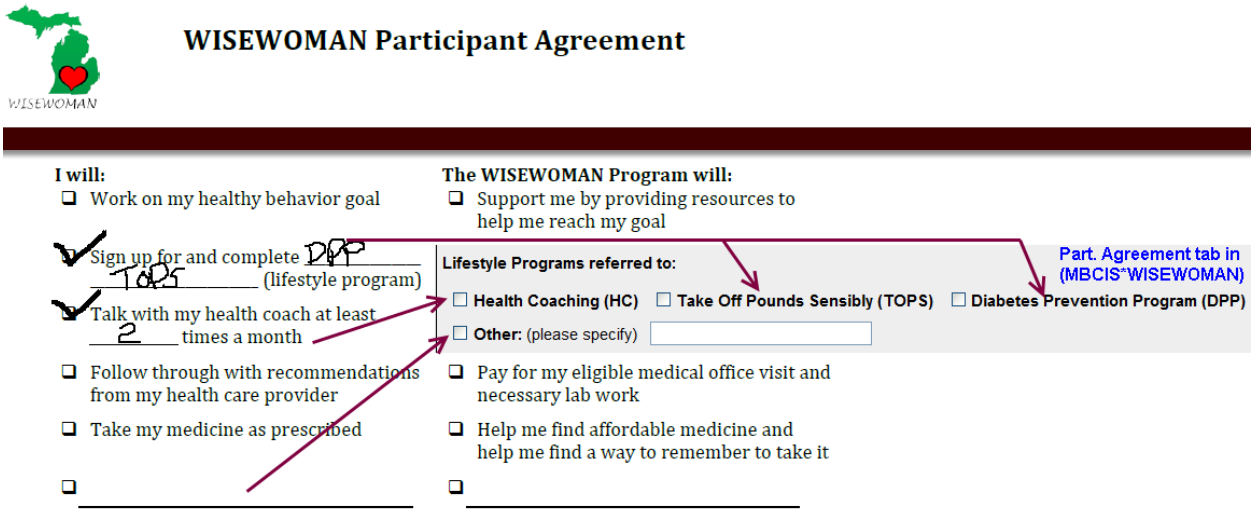
My goal is: Enter the corresponding text from the Participant Agreement form

My Plan is: Enter the corresponding text from the Participant Agreement form

Agreement Date: Enter the date at the bottom of the Participant Agreement form (by the signatures) in MM-DD-YYYY format

Participant goal is related to: Check all boxes as indicated on the corresponding form. If an activity has been entered for "Other" on the form, enter it in MBCIS*WISEWOMAN with descriptive text

For the "Lifestyle Programs referred to" section of the tab in MBCIS*WISEWOMAN derive information from the Participant Agreement form as shown:


WISEWOMAN Participant Agreement
I will:
Work on my healthy behavior goal
Sign up for and complete DPP (lifestyle program)
TOPS
Talk with my health coach at least 2 times a month
Follow through with recommendations from my health care provider
Take my medicine as prescribed
The WISEWOMAN Program will:
Support me by providing resources to help me reach my goal
Lifestyle Programs referred to:
Health Coaching (HC)
Take Off Pounds Sensibly (TOPS)
Diabetes Prevention Program (DPP)
Other: (please specify)
Part. Agreement tab in (MBCIS*WISEWOMAN)
Pay for my eligible medical office visit and necessary lab work
Help me find affordable medicine and help me find a way to remember to take it

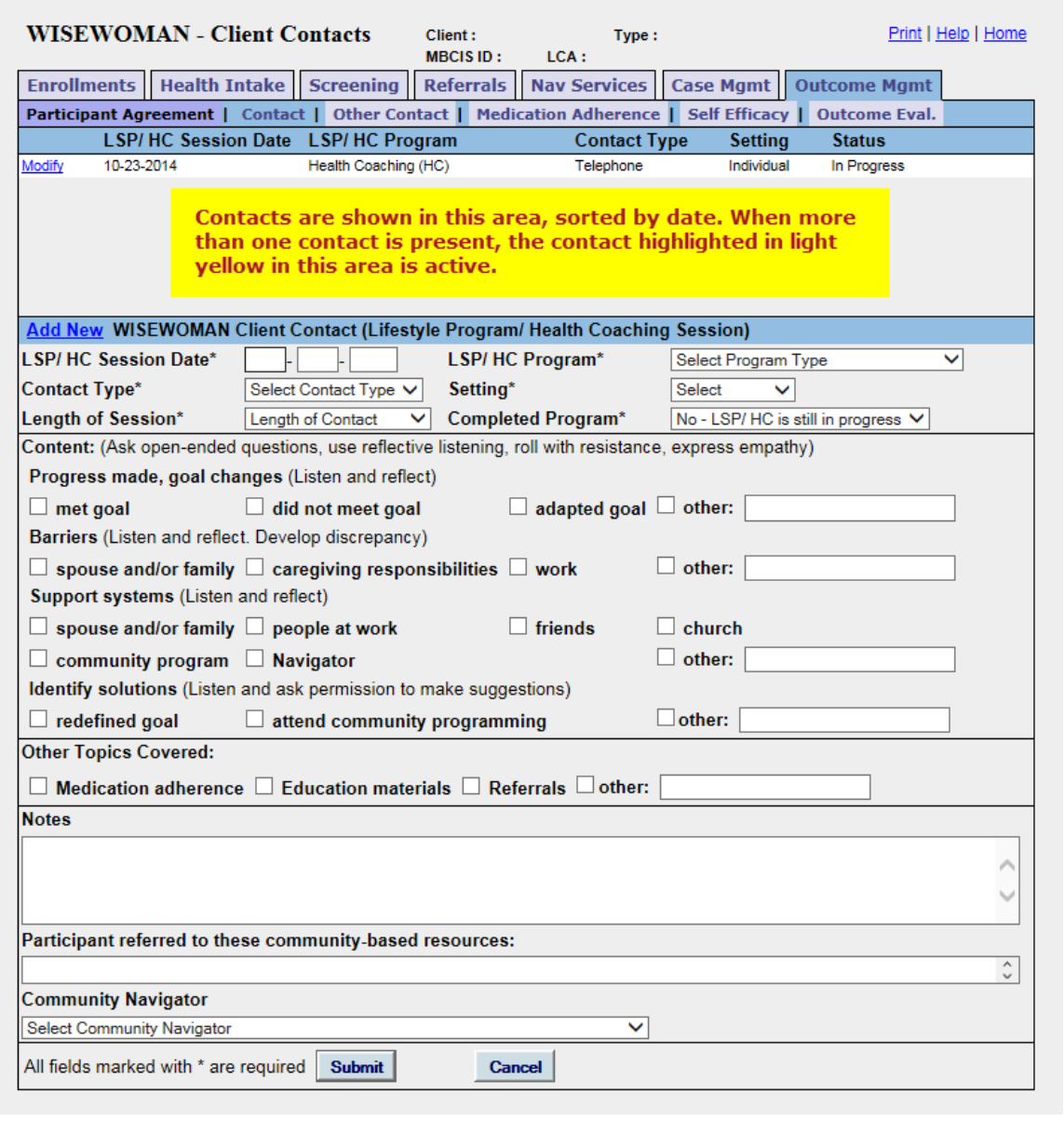
Lifestyle Programs referred to: Check none, one, or multiple boxes as indicated on the corresponding form. If an activity has been entered for "Other" on the form, enter it in MBCIS*WISEWOMAN with descriptive text

4.2 Contact and Other Contact Tabs

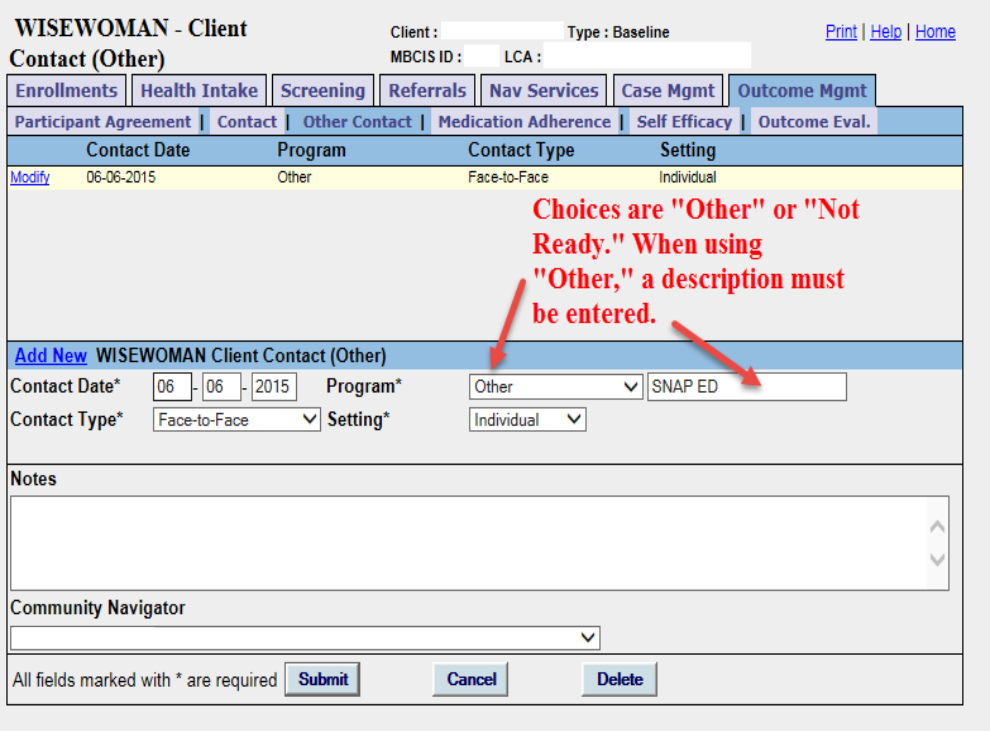
There are two tabs in MBCIS*WISEWOMAN used to collect information on contacts. The "Contact" tab collects information from each Lifestyle Program (LSP) contact or Health Coaching (HC) contact that a WISEWOMAN client makes in one annual cycle. The "Other Contact" tab is used to collect "other" contacts that will not be evaluated by CDC. The latter tab is also used to collect information on women who are **not ready** to make changes yet.

Please refer to the most recent version of the *WISEWOMAN Community Navigation Protocols* for detailed information on tracking client contacts. It is possible that sessions of an LSP may extend beyond one year from the client's enrollment date. If there are questions over where contact information should be entered, please contact Mike Carr, (517) 335-9954.

In MBCIS*WISEWOMAN, the Contact tab looks like this:



In MBCIS*WISEWOMAN, the Other Contact tab looks like this:



4.2.1 Data Entry Details for Contact Tabs

Before entering a contact in the Contact tab or the Other Contact tab, you need to know where to enter it.

Only CDC-recognized contacts go on the Contact tab. We currently have 3 CDC-recognized contacts: (DPP) Diabetes Prevention Program, (HC) Health Coaching, and (TOPS) Taking Off Pounds Sensibly. Any other contact will require the Other Contact tab. Use the table below as a guide to the using the Contact tab versus the Other Contact tab.

Entering Contacts in MBCIS*WISEWOMAN		
Lifestyle Program Name	**Name of tab to use**	**Note**
CRC Program	Other Contact	Select "Other" and enter program name in text box
Curves	Other Contact	Select "Other" and enter program name in text box
DPP (Diabetes Prevention Program)	**Contact**	**(select program from dropdown list)**
Gardening	Other Contact	Select "Other" and enter program name in text box
HC (Health Coaching)	**Contact**	**(select program from dropdown list)**
MSU Extension	Other Contact	Select "Other" and enter program name in text box

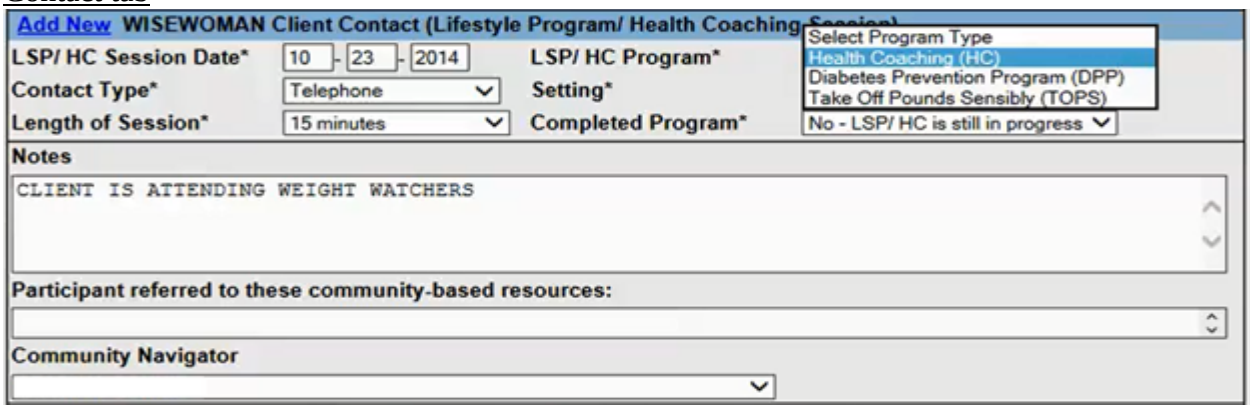
Participant not ready to make changes	Other Contact	Select "Not Ready" from dropdown list
QUITLINE	Other Contact	Select "Other" and enter program name in text box
SNAP-ED	Other Contact	Select "Other" and enter program name in text box
STEP INTO HEALTH PROGRAM	Other Contact	Select "Other" and enter program name in text box
TOPS (Take Off Pounds Sensibly)	**Contact**	**(select program from dropdown list)**

4.2.2 Additional Data Entry for the Contact Tabs

There is a lot of overlap in data entry for contacts and "other contacts," however this may not be evident when first looking at the two tabs. On the Contact tab there are "Content" and "Other Topics Covered" sections that are not found on the Other Contact tab. **Refer to 4.2.3 below for information on when to use those sections of the Contact tab.**

The remaining parts of the two tabs are similar. In general the Other Contact tab requires less data:

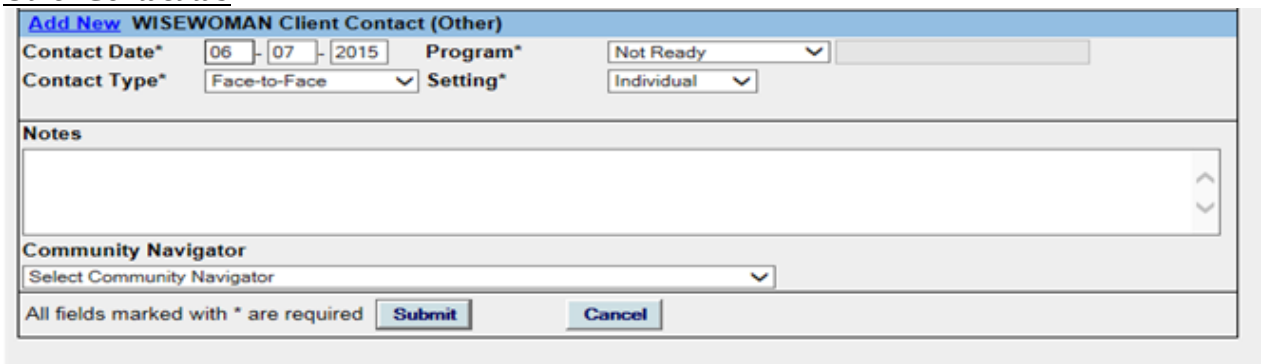
Contact tab



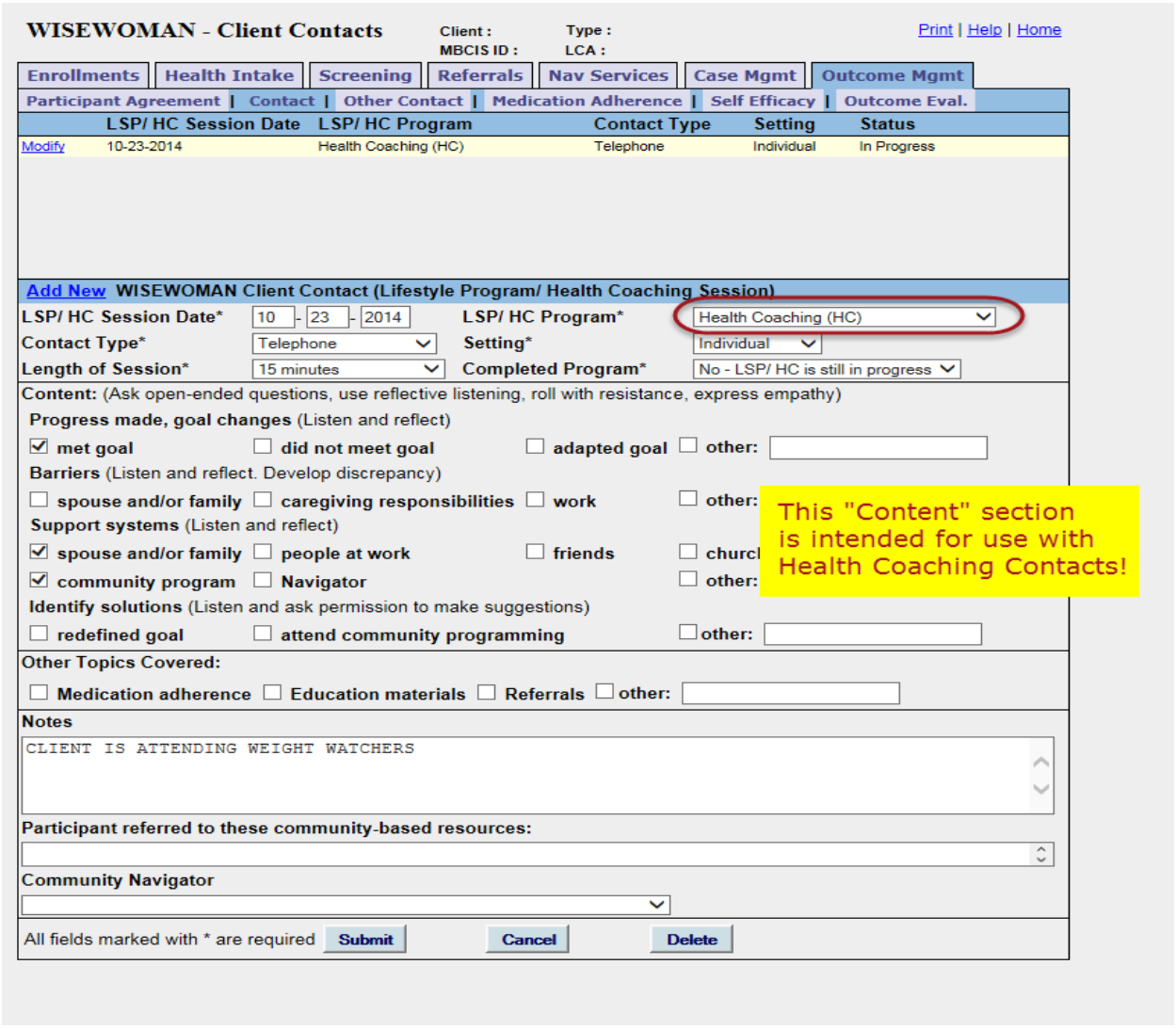
Contact tab	Other Contact tab
LSP/HC Session Date	Contact Date
LSP/HC Program	Program
n/a	Other
Contact Type	Contact Type
Setting	Setting
Length of Session	n/a
Completed Program	n/a
Other Topics Covered	n/a
Notes	Notes
Participant referred to these…	n/a
Community Navigator	Community Navigator

Note: If the name of the community navigator is not present in the drop down list, leave blank and call Mike Carr, (517)335-9954, to get the missing name added.

Other Contact tab



4.2.3 Contact tab—Health Coaching

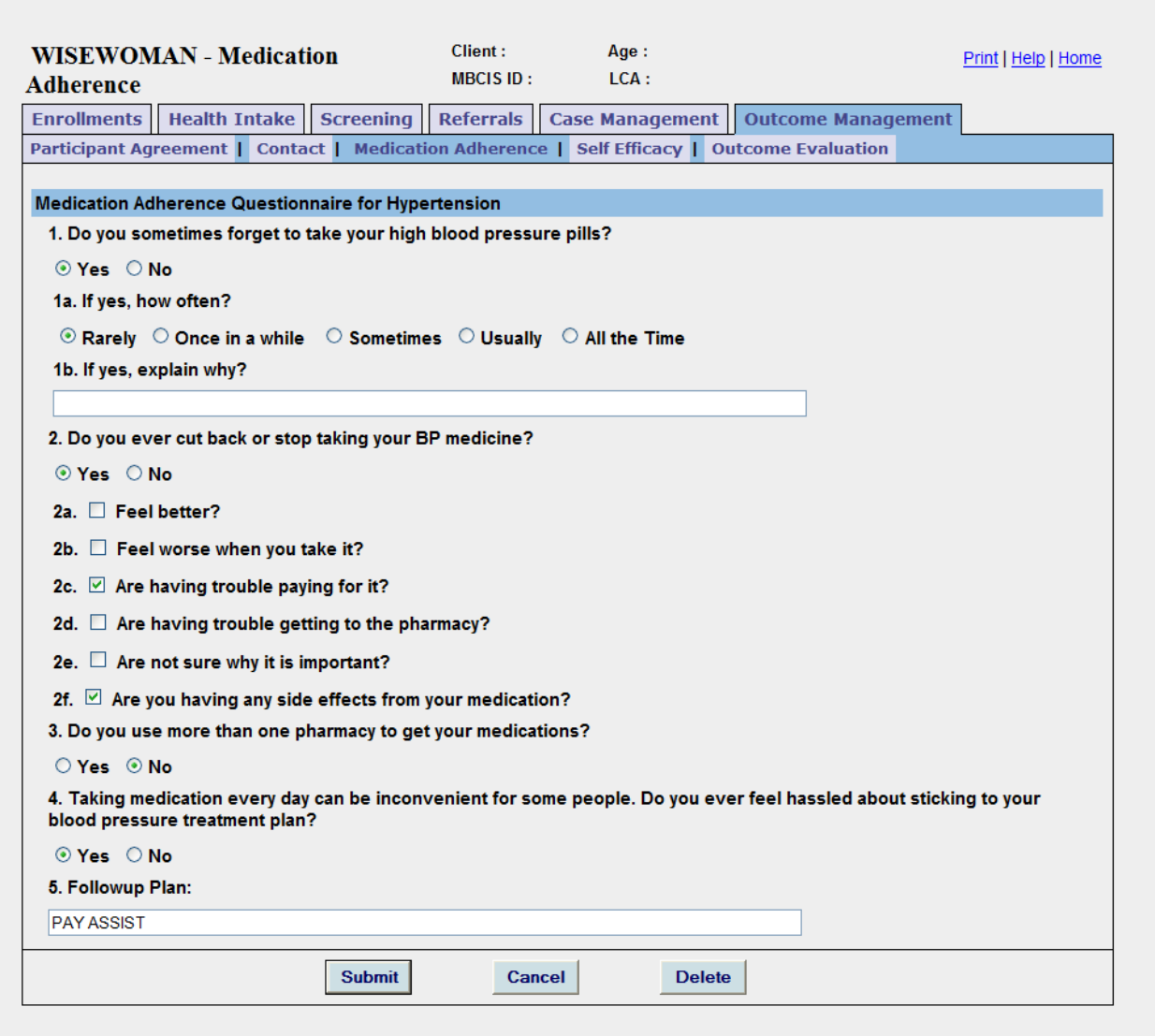


4.3 Hypertension Control

When a WISEWOMAN client has hypertension and indicates a readiness to work on hypertension control, she will complete the Medication Adherence Questionnaire for Hypertension and the Self-Efficacy For Appropriate Medication Use Scale. The corresponding data entry screens for these forms are shown in the following sections.

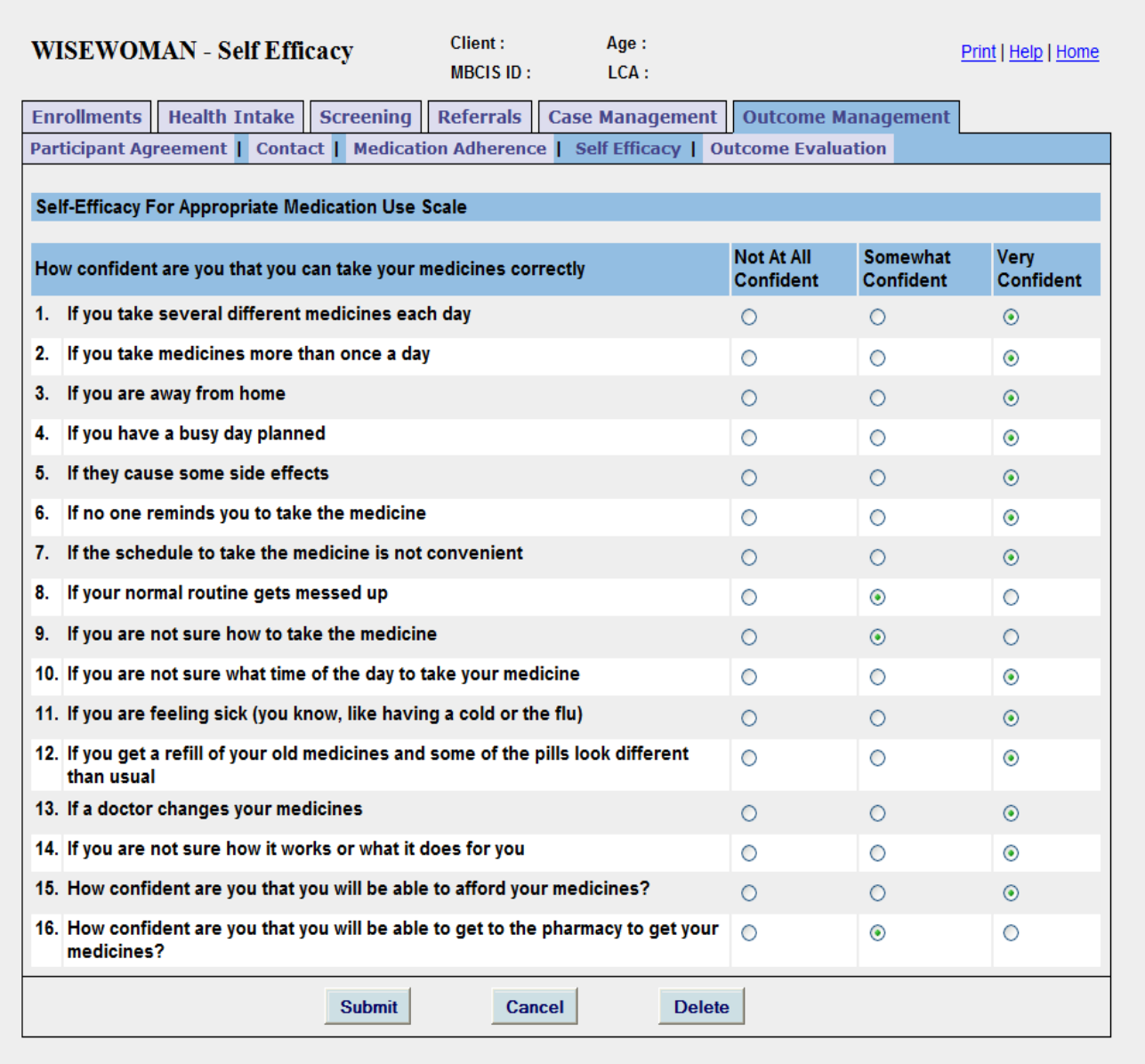
4.3.1 Medication Adherence

The Medication Adherence tab in MBCIS*WISEWOMAN matches the form. Use the radio buttons, checkboxes, and text fields to match corresponding responses from the form.


WISEWOMAN - Medication Adherence
Client :
Age :
MBCIS ID :
LCA :
Print | Help | Home
Enrollments
Health Intake
Screening
Referrals
Case Management
Outcome Management
Participant Agreement | Contact | Medication Adherence | Self Efficacy | Outcome Evaluation
Medication Adherence Questionnaire for Hypertension
1. Do you sometimes forget to take your high blood pressure pills?
Yes No
1a. If yes, how often?
Rarely Once in a while Sometimes Usually All the Time
1b. If yes, explain why?
2. Do you ever cut back or stop taking your BP medicine?
Yes No
2a. Feel better?
2b. Feel worse when you take it?
2c. Are having trouble paying for it?
2d. Are having trouble getting to the pharmacy?
2e. Are not sure why it is important?
2f. Are you having any side effects from your medication?
3. Do you use more than one pharmacy to get your medications?
Yes No
4. Taking medication every day can be inconvenient for some people. Do you ever feel hassled about sticking to your blood pressure treatment plan?
Yes No
5. Followup Plan:
PAY ASSIST
Submit
Cancel
Delete

4.3.2 Self Efficacy

The Self Efficacy tab in MBCIS*WISEWOMAN matches the form. Use the radio buttons to match corresponding client responses from the form.



WISEWOMAN - Self Efficacy

Client : Age :
MBCIS ID : LCA :

Print | Help | Home

Enrollments | Health Intake | Screening | Referrals | Case Management | Outcome Management

Participant Agreement | Contact | Medication Adherence | Self Efficacy | Outcome Evaluation

Self-Efficacy For Appropriate Medication Use Scale

How confident are you that you can take your medicines correctly	Not At All Confident	Somewhat Confident	Very Confident
1. If you take several different medicines each day	○	○	◉
2. If you take medicines more than once a day	○	○	◉
3. If you are away from home	○	○	◉
4. If you have a busy day planned	○	○	◉
5. If they cause some side effects	○	○	◉
6. If no one reminds you to take the medicine	○	○	◉
7. If the schedule to take the medicine is not convenient	○	○	◉
8. If your normal routine gets messed up	○	◉	○
9. If you are not sure how to take the medicine	○	◉	○
10. If you are not sure what time of the day to take your medicine	○	○	◉
11. If you are feeling sick (you know, like having a cold or the flu)	○	○	◉
12. If you get a refill of your old medicines and some of the pills look different than usual	○	○	◉
13. If a doctor changes your medicines	○	○	◉
14. If you are not sure how it works or what it does for you	○	○	◉
15. How confident are you that you will be able to afford your medicines?	○	○	◉
16. How confident are you that you will be able to get to the pharmacy to get your medicines?	○	◉	○

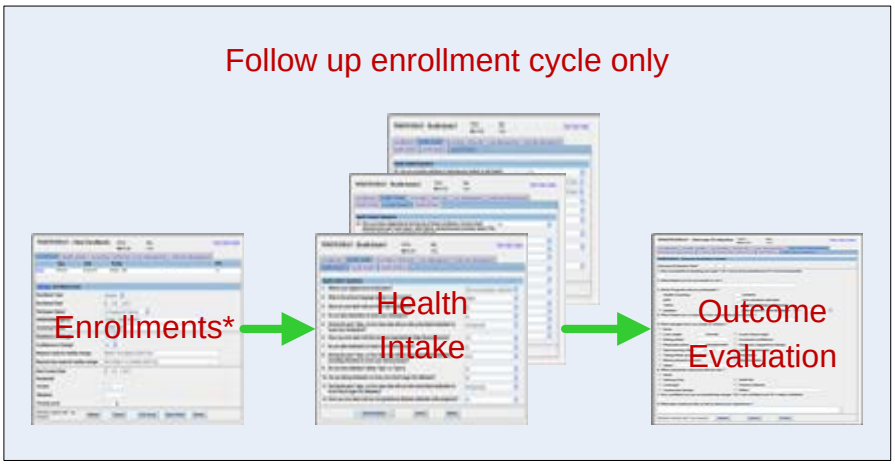
Submit Cancel Delete

5. Outcome Evaluation

In the WISEWOMAN Program, an outcome evaluation contact (in person or by phone) is required for participants who were ready to make change at enrollment to assess progress and reinforce goals. The outcome evaluation contact will take place 6 to 8 months after screening for participants who participated in health coaching or medication adherence. For participants who participated in an evidence-based or community-based lifestyle program, the outcome evaluation contact will take place upon completion of the program.

Information collected at the outcome evaluation contact makes up the follow up cycle in MBCIS*WISEWOMAN.

The follow up cycle can be entered in MBCIS*WISEWOMAN after the outcome evaluation contact has taken place.



*Data entry for Confidence Ruler is on this tab

Information needed for the follow up cycle in MBCIS*WISEWOMAN is the following:

1. Completed WISEWOMAN Follow-Up Questions

2. Completed WISEWOMAN Outcome Evaluation Contact Form

Note: The follow up version of the WISEWOMAN Health Intake Questions is simply a subset of the full set of Health Intake Questions used at enrollment

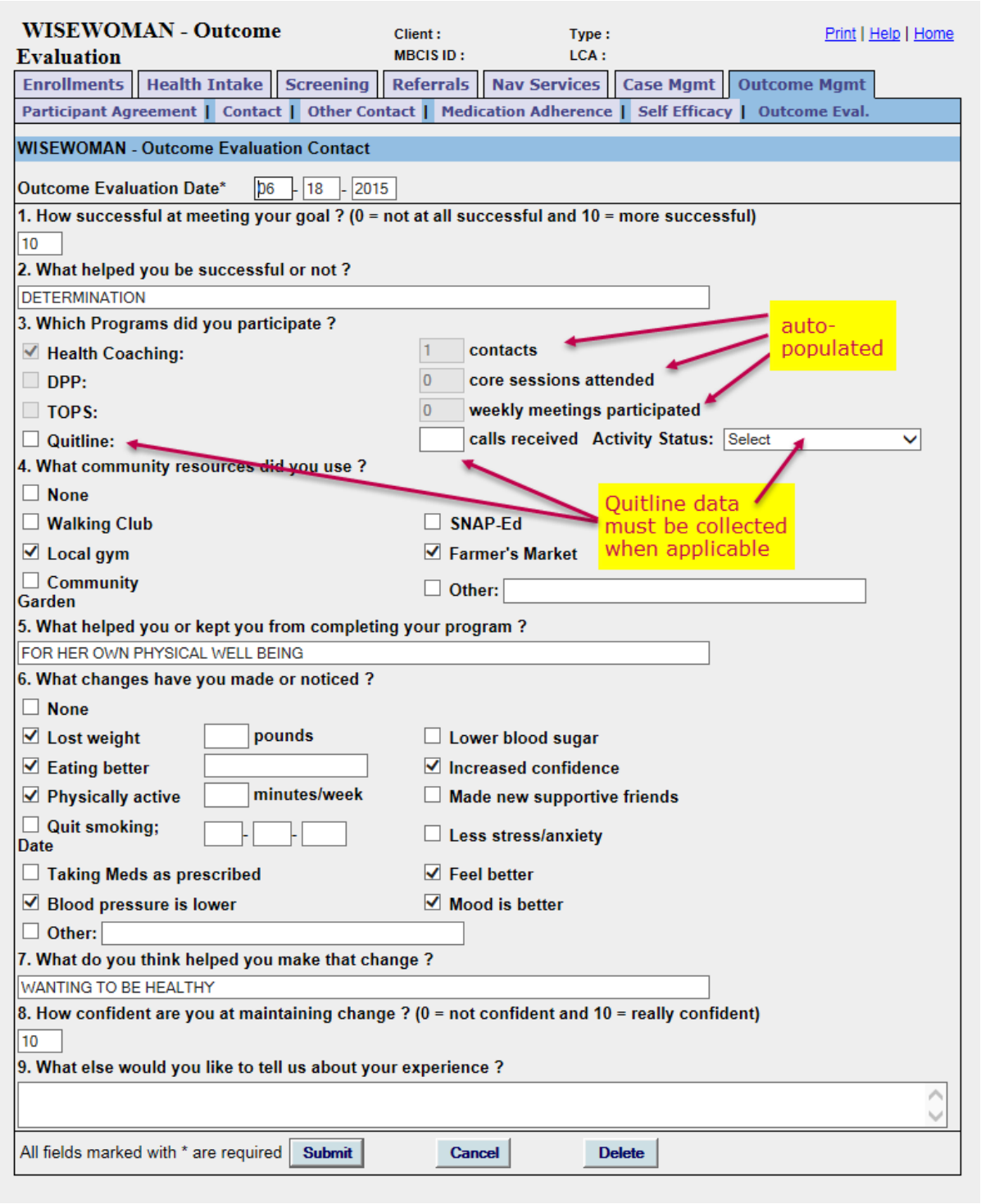
To enter a follow up cycle in MBCIS*WISEWOMAN:

1. Add a "follow up" visit type on the Client Enrollments tab (cf. Enrollment Cycle Data Entry, section 2.3.1, p. 15).

2. Within the follow up visit type, data enter the responses to the follow up version of the WISEWOMAN Health Intake Questions

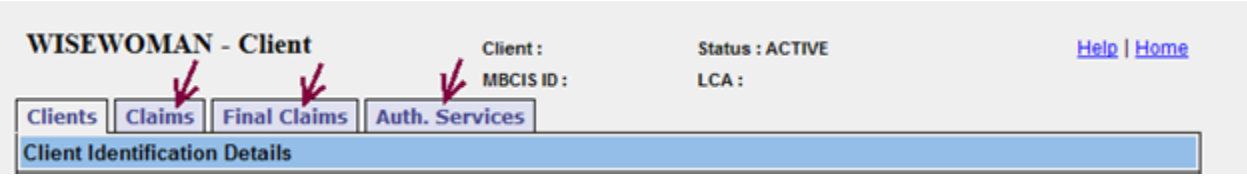
3. Enter responses from the WISEWOMAN Outcome Evaluation Contact Form on the Outcome Evaluation tab

In MBCIS*WISEWOMAN, the Outcome Evaluation tab looks like this:


WISEWOMAN - Outcome Evaluation
Client :
MBCIS ID :
Type :
LCA :
Print | Help | Home
Enrollments | Health Intake | Screening | Referrals | Nav Services | Case Mgmt | Outcome Mgmt
Participant Agreement | Contact | Other Contact | Medication Adherence | Self Efficacy | Outcome Eval.
WISEWOMAN - Outcome Evaluation Contact
Outcome Evaluation Date* 06 - 18 - 2015
1. How successful at meeting your goal ? (0 = not at all successful and 10 = more successful)
10
2. What helped you be successful or not ?
DETERMINATION
3. Which Programs did you participate ?
Health Coaching: 1 contacts
DPP: 0 core sessions attended
TOPS: 0 weekly meetings participated
Quitline: calls received Activity Status: Select
auto-populated
Quitline data must be collected when applicable
4. What community resources did you use ?
None
Walking Club
Local gym
Community Garden
SNAP-Ed
Farmer's Market
Other:
5. What helped you or kept you from completing your program ?
FOR HER OWN PHYSICAL WELL BEING
6. What changes have you made or noticed ?
None
Lost weight pounds
Eating better
Physically active minutes/week
Quit smoking; Date
Taking Meds as prescribed
Blood pressure is lower
Other:
Lower blood sugar
Increased confidence
Made new supportive friends
Less stress/anxiety
Feel better
Mood is better
7. What do you think helped you make that change ?
WANTING TO BE HEALTHY
8. How confident are you at maintaining change ? (0 = not confident and 10 = really confident)
10
9. What else would you like to tell us about your experience ?
All fields marked with * are required
Submit
Cancel
Delete

6. Viewing Claim Information

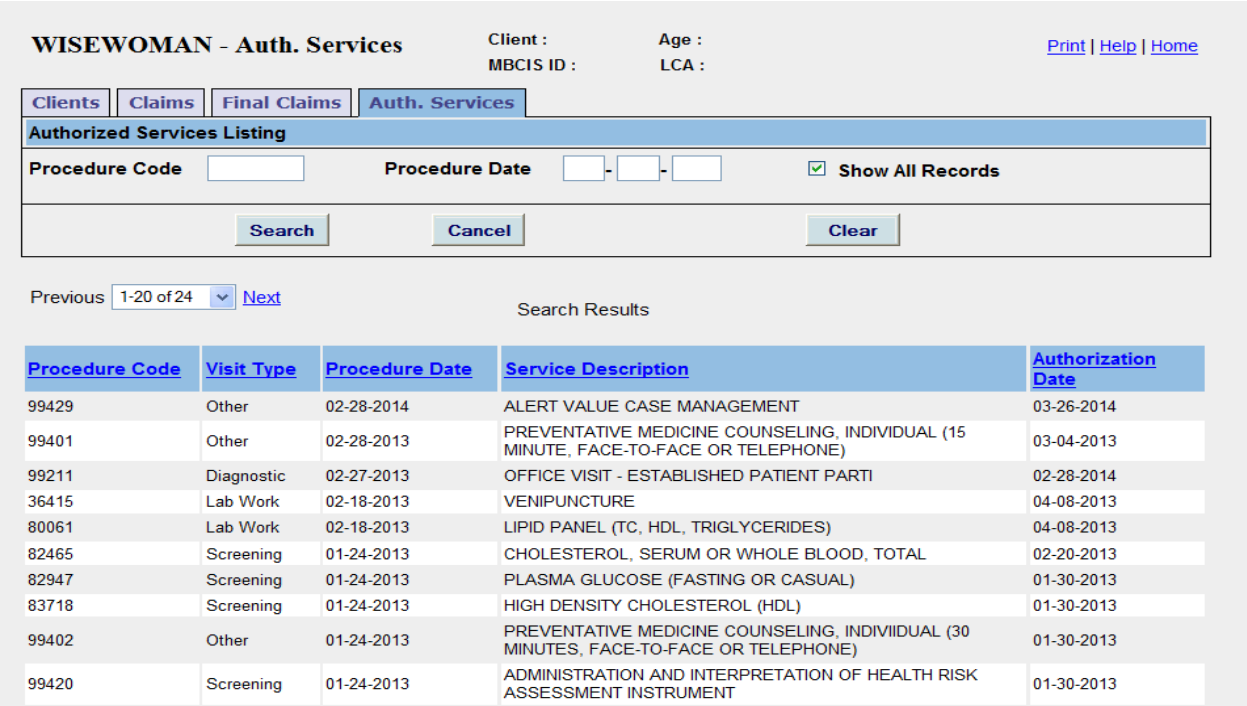
With your WISEWOMAN privileges in MBCIS*WISEWOMAN, you will be able to view claim and CPT code information for WISEWOMAN clients. Starting from the WISEWOMAN –Client screen (refer to section 2.1.1), you will have access to the “Claims,” “Final Claims,” and “Auth. Services” tabs.



6.1 Authorized Services Tab

With regard to data entry for WISEWOMAN clients, the first tab that will be of use is the WISEWOMAN –Auth. Services tab. After data for a WISEWOMAN client has been entered, you can use this screen to view all of the services that have been authorized for payment. The screen will look similar to the one shown in the graphic below. Note that all column headings on this screen are sortable simply by clicking on the column name.

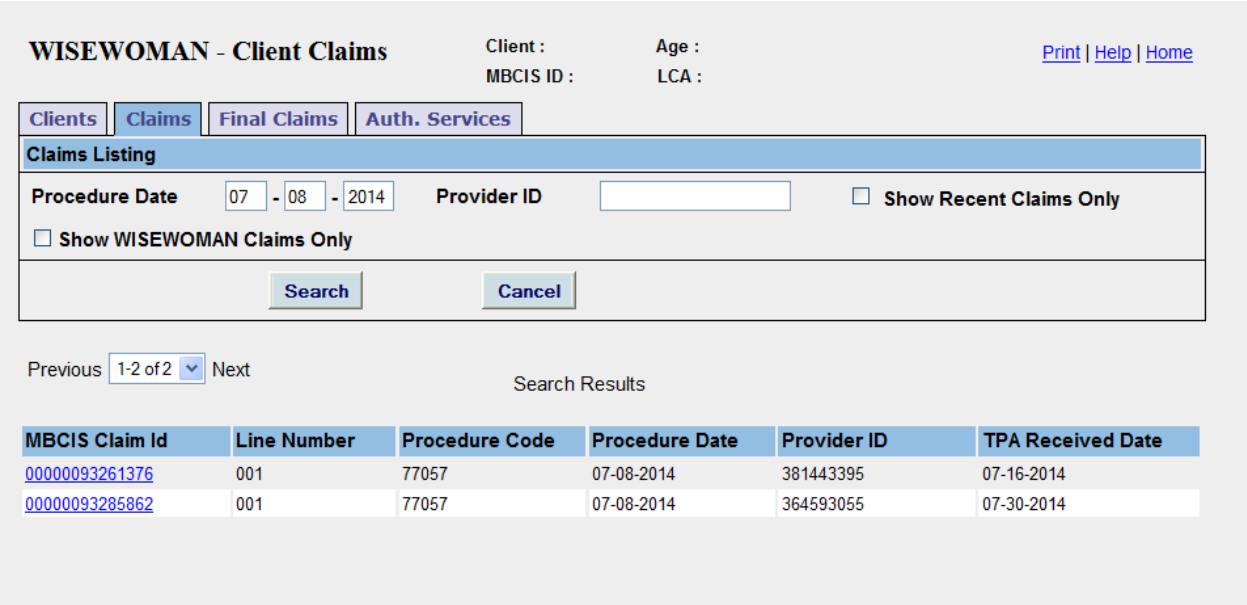
If needed, you can use the search fields (Procedure Code, Procedure Date) to reduce the number of services displayed.



Procedure Code	Visit Type	Procedure Date	Service Description	Authorization Date
99429	Other	02-28-2014	ALERT VALUE CASE MANAGEMENT	03-26-2014
99401	Other	02-28-2013	PREVENTATIVE MEDICINE COUNSELING, INDIVIDUAL (15 MINUTE, FACE-TO-FACE OR TELEPHONE)	03-04-2013
99211	Diagnostic	02-27-2013	OFFICE VISIT - ESTABLISHED PATIENT PARTI	02-28-2014
36415	Lab Work	02-18-2013	VENIPUNCTURE	04-08-2013
80061	Lab Work	02-18-2013	LIPID PANEL (TC, HDL, TRIGLYCERIDES)	04-08-2013
82465	Screening	01-24-2013	CHOLESTEROL, SERUM OR WHOLE BLOOD, TOTAL	02-20-2013
82947	Screening	01-24-2013	PLASMA GLUCOSE (FASTING OR CASUAL)	01-30-2013
83718	Screening	01-24-2013	HIGH DENSITY CHOLESTEROL (HDL)	01-30-2013
99402	Other	01-24-2013	PREVENTATIVE MEDICINE COUNSELING, INDIVIIDUAL (30 MINUTES, FACE-TO-FACE OR TELEPHONE)	01-30-2013
99420	Screening	01-24-2013	ADMINISTRATION AND INTERPRETATION OF HEALTH RISK ASSESSMENT INSTRUMENT	01-30-2013

6.2 Claims Tab

Use the Claims tab in MBCIS*WISEWOMAN to view detailed claim information including claim number, procedure date, provider ID, and the date the claim was received. Currently, there is no difference between the Claims tab and the Final Claims tab.



7. Deleting Information from the system

Because MBCIS*WISEWOMAN is a client driven application, the top unit for storing data is at the client level. For each client, there can be multiple cycles, and for each cycle there will be multiple services and other tabs containing client information.

Deleting clients is done through MBCIS, not MBCIS*WISEWOMAN.

Note: Deleting information from MBCIS*WISEWOMAN generally goes in reverse order of data entry. Delete data within the last tab entered and proceed backwards until all tabs are deleted and you can delete the cycle. For assistance call Mike Carr at (517) 335-9954.

The topic of deleting information from MBCIS is explained in pages 101-108 of the current MBCIS User's Manual.